

FACILITIES MAINTENANCE AND OPERATIONS OFFICER

POSITION DESCRIPTION

REPORTS TO	Operations Coordinator and Maintenance Officer
DIRECT REPORTS	None
KEY RELATIONSHIPS	Director of Facilities and Safety School Events and Operations Administrator Executive Team Administration and Support team
PURPOSE	To perform general facilities maintenance ensuring the highest standard promoting a safe, welcoming environment for staff, students and visitors. Also to provide support for the smooth running of school operations.
ENVIRONMENT	This is a full time position with normal hours of 38 per week. The span of hours will be based on operational requirements for the school which may include after hours and weekend work.

KEY AREAS OF RESPONSIBILITY

- Conduct routine inspections and minor repairs to buildings
- Identify and report any safety hazards to the Facilities and Safety Manager
- Operate machinery and tools in accordance with manufacturer's safety guidelines
- Maintain all equipment to a high standard
- Comply with all school policies including all workplace health and safety instructions / guidelines
- Carry out duties so as to minimise disruption to school activities
- Respond quickly to emergencies
- Complete all necessary written records and requests
- Receipt and distribution of deliveries
- Perform handyman and grounds maintenance of any Lowther Hall facility
- Provide back up for activities with safety risks
- Assist with operational requirements for school events ensuring all timelines are met
- Provide audio visual and lighting requirements for school events
- Provide after-hours support for school events and activities
- Arrange the storage of equipment and materials appropriately
- Perform other duties as requested.

ESSENTIAL CRITERIA

- Holds a Driver's Licence, a safe driving record and a valid Working with Children Check.
- A commitment to workplace health and safety
- Demonstrated experience in the area of facilities maintenance

- Training, certification and/or experience in various types of equipment typically used in facilities maintenance

SPECIAL REQUIREMENTS

- In addition to the school operational requirements of after-hours work this position also involves after-hours response duties in relation to emergency or urgent situations. You must be available to perform after-hours works on a call-out basis

WORKPLACE HEALTH AND SAFETY AND ENVIRONMENTAL REQUIREMENTS

- A person employed in this position must follow all workplace health and safety and environmental protection requirements and pro-actively identify and report any potential or actual safety hazards/issues within the School environment.

VALUES AND BEHAVIOURS

Category	Expected behaviours
Values	Demonstrates personal integrity and strong work ethic Behaviour demonstrates a team approach Is open to new ideas and opportunities
Communication	Communicates effectively, especially with adults
School standards	Always focused on the needs of the School Always respectful of others Adds value to the team and the School Complies with all school policies
Business outcomes	Looks ahead and anticipates new directions Understands how teams work and utilises the skills of team members
Productivity	Self driven and displays personal effectiveness Manages stressful situations well Displays sound problem solving and decision making skills Possesses technical skills required to be proficient in the role Shows critical reflection on own work
Continuous improvement	Reviews performance data to identify areas for improvement Considers the bigger picture when thinking about a problem Understands and adjusts to change
Planning	Demonstrates organisational skills Develops project plans with clear process and outcome

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

- Hold a current drivers licence with the ability to drive manual vehicles
- General handyman knowledge and aptitude



- Demonstrated ability in handling power tools and equipment
- Physical strength and a high level of fitness
- Familiarity with Audio Visual equipment or the willingness to be trained in this area
- An understanding of the Lowther Hall context
- A current and appropriate WWC registration
- An understanding of child safe standards
- Current National Criminal History Record Check

PERSONAL ATTRIBUTES

- Sound judgement with regards to people and situations
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

Incumbent Name

Incumbent Signature

Date

