



ROLE DESCRIPTION for MAINTENANCE OFFICER

Position Title:	Maintenance Officer	Date:	Last reviewed 26 April 2021
Department:	Property	Reports to:	Facilities Manager
Supervises:	Nil	Contract Type:	Full time – 7:30am to 3:30pm* Independent Schools NSW S&O Agreement – Maintenance - Level 2a or higher depending on skill level/capabilities

1 PURPOSE OF POSITION

Our Marsden Park Campus is located on 6.5 hectares and our Oakhurst Campus is on 2.5 hectares. Our Maintenance Officers (MO) primarily maintain and enhance the grounds and buildings of both Campuses and support the School activities and events under the direction of the Facilities Manager.

This position will involve working at both Campuses, although initially based at the Oakhurst Campus.

The MO will also be required to drive a bus from time to time and training can be given if required. This duty may result working outside the usual hours.

The MO plays an important role in the School community by demonstrating a helpful attitude and willingness to serve as they undertake their tasks. The MO will be resourceful, self-motivated, conscientious and contribute to the Christian culture of the School.

The position context and objectives are:

- Assist to prepare, plan and implement the School's maintenance program across its two Campuses, as directed by the Facilities Manager.
- To provide support so that the day-to-day activities undertaken at Richard Johnson Anglican School are conducted in an orderly manner.
- To provide support so that the services provided by the Maintenance Team are operated efficiently and effectively.

* Hours subject to change depending on the School's requirements

2 KEY RESPONSIBILITIES

- Grounds maintenance
- Building maintenance
- Small construction projects
- Bus driving
- Set up and pack down for events and other school activities
- Ad hoc cleaning of equipment or spaces
- General administration (chemical audit, management of maintenance help desk tickets)
- Prioritise safety and security

3 ROLE RESPONSIBILITIES

Grounds Maintenance:

- Ensure the grounds and gardens are well kept i.e. watered, mowed, weeded, pruned in a timely manner
- Repair and/or improve grounds and buildings as directed
- Ensure equipment used in the completion of duties is regularly serviced when required
- Assist with other duties as directed

Building Maintenance:

- Perform maintenance tasks as directed by the Facilities Manager (e.g. painting, small fixes to walls/doors, changing of lights etc)

Small Construction Projects:

- Assist as required according to the candidate's skill set or following training provided

Bus Driving:

- Complete the bus checklist as required
- Check the bus roll to ensure our students are picked-up/dropped off at their respective bus stops
- Advise the Operations Manager if there are any concerns with the bus roll
- Ensure all students are in seat belts and are not disruptive
- Keep the bus clean and tidy (no food or drink is permitted on the bus)
- Report any service issues/concerns regarding the bus to the Facilities Manager for attention
- Report any student behavioral issues to the Head of Primary, Marsden Park Campus (A more detailed Bus Driver Handbook will be provided to the successful candidate regarding expectations and procedures.)

Set Up And Pack Down For Events And Other School Activities

- As prescribed by our variation to routine process, set up tables, chairs, and other items as required and pack down where appropriate
- Duties in this area will require lifting and moving of furniture

Ad Hoc Cleaning of Equipment and Places

- Whilst the School engages contracted cleaners, from time to time ad hoc cleaning will be required.

General Administration

- Assist with the annual chemical audit
- Assist with the annual workplace audit
- Complete the helpdesk tickets as directed
- Take photos of completed tasks as requested
- Complete Incident and Near Miss Reports as required

Prioritise Safety & Security

- Safety of staff, students and visitors is a high priority. The MO should be always mindful of safety considerations when completing tasks particularly in high traffic areas.
- Ensure property is alarmed and secured as directed

4 ACCOUNTABILITY

The MO is accountable to the Facilities Manager and will be supported by other members of the Maintenance Team.

The MO will conduct themselves in an exemplary manner consistent with the School's Christian ethos and the Staff Code of Conduct.

5 QUALIFICATIONS/SKILLS REQUIRED

- Customer focus, with good communication skills
- Punctuality, reliability and flexibility
- Initiative and problem-solving skills
- Competency in maintenance and gardening activities
- Ability to perform general handyman tasks
- An appropriate level of fitness and a good level of health
- Working With Children Check Clearance (Employment not Volunteer)
- Preferred – Current Light Rigid (or higher) Driver's License (will provide MR training for preferred candidate if required)