

Position description

MAINTENANCE OFFICER



- REPORTING TO:** Facilities Manager
- APPOINTMENT:** Full Time, Ongoing
- CLASSIFICATION:** PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 870 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work within a Christian school
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

The Maintenance Officer has direct responsibility to the Facilities Manager for performing maintenance activities of existing buildings and grounds. The position further entails working within the Facilities team to provide assistance with appropriately setting up various sections of the College for examinations, assemblies and College events and to present the College grounds, resources and facilities in exemplary condition to support quality education.

POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the Facilities team, and as a member of a Christian learning community, the Maintenance Officer plays a pivotal role in ensuring the safety and quality presentation of facilities in a manner that is consistent with the values of the College and Biblical principles.

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RESPONSIBILITIES

The College is required to provide a safe and effective learning and working environment for all staff and students. The Maintenance Officer works closely with staff across the College to achieve this task and to comply with all OH&S requirements.

The Maintenance Officer will:

- Model Christian leadership and promote the College and Christian education
- Provide a child safe environment in accordance with the child safe standards and obligations
- Maintain high standards of professional communication with all stakeholders
- Work closely with the Facilities Manager with all aspects of the role

SPECIFIC DUTIES:

Typical duties of the Maintenance Officer include (but are not limited to):

Maintenance of Existing Property

- Maintenance and replacement of faulty equipment and plant, including air conditioners, dishwashers, etc.
- Maintaining and operating all College vehicles, plant, machinery and small goods to extend usage
- Maintaining and enhancing the College grounds and surrounds
- Ensuring that College facilities, grounds and equipment are physically safe and in a condition that prevents / reduces the possibility of accident and complies with safety standards
- Actioning a program of preventative maintenance
- Actioning a program of pest inspections and vermin control activities
- Actioning a program of maintenance and inspection of fire services equipment
- Liaising with Physical Education staff and relevant others on the use of playing fields and the grounds in general
- Maintaining proper signage and markings on the property to facilitate orderly and safe traffic movement

Alterations to Existing Buildings

- Installing newly acquired fittings where possible
- Placement of new furniture, fittings and equipment relevant to the project of alteration as directed by the Facilities Manager
- Work closely with contracted builders and architects to maintain accessibility and functional workability of school life during major capital works

General Services

- Distribution of goods received to appropriate areas
- Set up and pack down of rooms and spaces for special events, such as exams, Parent Teacher Interviews, Open Days, College events, etc.
- Working with external hirers as they use facilities

Other Duties

It should be noted that this position description, although detailed, is not exhaustive and the Facilities Manager may, at their discretion, vary the responsibilities of the Maintenance Person as operational situations arise, consistent with this position within the College.

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ACCOUNTABILITY AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The Maintenance Officer reports directly to the Facilities Manager. The Maintenance Officer has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College. The Maintenance Officer, in consultation with the Facilities Manager, may be responsible for making recommendations to the Principal on matters relevant to the operation of the group in which they are working.

ESSENTIAL SKILLS AND COMPETENCIES (KEY SELECTION CRITERIA)

Essential Requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Relevant qualifications and / or experience
- Ability to work independently and as part of a close-knit team
- A high standard of personal presentation and integrity
- Display initiative, common sense and the ability to problem solve / have a solution focused mindset
- Current Working With Children check (mandatory)
- Hold and maintain an approved:
 - Emergency asthma management qualification
 - Management of anaphylaxis qualification
 - First Aid Level II qualification, highly desirable but not essential

Specialist skills

- Previous experience at a similar organisation highly desirable but not essential
- Trade qualification desirable, but not essential
- Excellent communication skills and the ability to relate to both students, staff and the wider community
- Demonstrated community and customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs in a helpful manner.
- Ability to build strong professional relationships
- Ability to manage time and prioritise tasks to achieve set outcomes

Interpersonal skills

- Outstanding interpersonal and communication skills, with demonstrated ability to build relationships and rapport and interact effectively at all levels of the College
- Flexibility and commitment to teamwork and collaboration
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Punctuality

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COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behavior and discrimination

Code of conduct and dress code – comply with all standards

Confidentiality – always maintain a high level of confidentiality

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

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POSITION ACCEPTANCE

I accept the position description as stated above and acknowledge that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name

Signature

Date

__/__/____

Manager:

Name

Signature

Date

__/__/____