

Position Information Document

Maintenance Officer

Champagnat Campus

Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

The Maintenance Officer is required to maintain the facilities of Sacred Heart College to the highest standard. The Maintenance Officer works in close collaboration with the Maintenance Manager, and Maintenance Team, to ensure the buildings, areas, vehicles, equipment, and facilities of Champagnat Campus are maintained to the highest quality, ensuring health and safety provisions and met.

Qualifications and Experience

Essential qualifications and experience

- Experience in the maintenance of buildings and facilities;
- Experience in general handyman skills;
- Experience working as a collaborative and contributing member of a team;
- Experience working autonomously, and in consideration of time pressures and limits;
- Demonstrated flexible attitude to work practices and a commitment to safety;
- Experience coordinating activities ensuring minimal inconvenience to staff and students;
- Drivers licence and ability to drive a manual vehicle;
- Experience with general hand tools.

Desirable qualifications, skills and experience

- Trade qualification useful, although not required;
- Experience working in a school or college maintenance environment;
- Demonstrated flexible attitude to work practices and a commitment to safety;
- Experience coordinating activities ensuring minimal inconvenience to staff and students.

Personal attributes

- Understanding and support of the Catholic and Marist tradition, culture and ethos;
- Friendly, positive and supportive of others;
- Able to perform duties in an efficient, courteous manner;
- A commitment to maintaining confidentiality of information;
- A willingness to support progress/change;
- Attention to detail;
- Show initiative and take responsibility for outcomes.

Key Areas of Work

The Maintenance Officer will:

- Assist with the ongoing maintenance of buildings, services, and vehicles, ensuring that the facilities of Champagnat Campus are operational, safe, and presentable;
- Undertaking maintenance tasks as allocated through CompliSpace database;
- Carry out mandatory, preventative and reactive inspections and repairs on all plant and equipment;
- Assist other college departments with manual handling and transport solutions. This includes set up and pack up for school events;
- Moving of boxes, furniture, equipment and stationery, as directed;
- Undertake minor building projects, within the capacity of the Maintenance Officer, and utilise the skills and expertise supported by their trade qualification;
- Coordinate and assist contractors and service providers to the college;
- Participate in the emergency control/response requirement of the college as directed;
- Collaborate, contribute, and work cohesively within the Maintenance Team to ensure that the maintenance of Champagnat Campus is undertaken in a timely manner and to high standard;
- Using initiative, identify and undertake minor projects across Champagnat Campus, as required and in collaboration with the Director of Business.
- Understand and ensure compliance of contractors, providing supervision as required;
- Respond to other duties as they arise, or as they are determined in discussion with the Director of Business or Maintenance Manager;
- Maintenance and pressure cleaning of college infrastructure, car parks, roadways, hard surfaces, including path sweeping and vacuuming on a weekly basis;
- Maintenance and cleaning of vehicles and machinery;
- Assist with grounds team as required;
- Assist with recycling and rubbish removal;
- Testing and tagging of electrical equipment as required;
- Perform any other duties in line with your current classification, as required from time to time at the discretion of the Principal.

Other certifications

The employee must acquire and maintain:

- Current Working With Children Clearance (Police Clearance) to work in Catholic Education SA;
- Current police clearance – with no financial convictions or disqualifications;
- Approved Mandatory Notification training (Responding to Risks of Harm, Abuse and neglect – Education and Care certificate);
- First Aid Certificate, qualification (as applicable);
- Current drivers licence;
- Currency of practice and relevant certifications or registration required for the safe and effective execution of the role, such as:
 - Elevated Work Platform Training
 - Working at Heights Training
 - Manual Handling Training

- Test and Tag Training
- Awareness of and compliance with clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

Conditions of employment

Employer:	Sacred Heart College
Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Classification:	Grade 3
Prime location:	Champagnat Campus, Mitchell Park, but with flexibility to work at any College site as required.

Reporting/working relationship

Immediately responsible to:	Maintenance Manager (Champagnat Campus)
Line management from:	Director of Business

References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.