



ESO – Maintenance Officer Position Information Document

Position Title	Maintenance Officer
ESO Grade	3
ESO Stream	Services
Employment Type	Permanent
Line Manager	Director of Business
Key Working Relationships	Facilities and Operations Manager

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia Colleges; the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

The Maintenance and Grounds Team are responsible for carrying out a broad range of activities which ensure that all buildings, classrooms, offices, playing fields, gardens, and facilities are maintained to the highest standard. They also hold key responsibility with regards to safety, child safeguarding and compliance of the College grounds and facilities. Through their work, they ensure that plant, equipment and other aspects of the environment are safely administered and maintained in line with Work Health and Safety requirements

BROAD PURPOSE

Under the direction of the Facilities and Operations Manager, the Maintenance Officer will be an actively contributing member of the Maintenance and Grounds Team.

The Maintenance Officer will undertake a broad range of tasks in line with maintenance schedules, lodged maintenance requests, and urgent required duties pertaining to maintaining, improving, amending or managing the upkeep of College buildings, classrooms, offices, plant, equipment, facilities, and other aspects of the physical environment. They will ensure that all work completed is compliant with legislative, safety, compliance and policy requirements.

KEY AREAS OF WORK

Maintenance

- As a member of the Grounds and Maintenance Team, take guidance from the Facilities and Operations Manager on the requirements in managing the buildings and facilities of the College
- Ensure all work undertaken in maintaining the College grounds, buildings and facilities is completed in an efficient and thorough manner, in safe manner, and to a high standard
- Undertake a broad range of general maintenance duties utilising applicable trade skills, materials and/or specialised techniques.
- Undertake project work across the College, under the guidance and direction of the Facilities and Operations Manager
- Assist in the set up and pack up of College events and co-curricular activities as required.
- Carry out all minor and routine maintenance and conduct regular maintenance inspections as per the maintenance schedule, updating the register as work is completed.

- Ensure maintenance tools and equipment remain in good repair and source repairs/replacements, as authorised.
- Undertake general repairs and maintenance to buildings, fittings, and fixtures to maintain an appropriate level of functionality and safety.
- Facilitate and/or undertake the upkeep of all buildings and facilities-related activities including repairs, minor renovations, upkeep and installation.
- Maintain documentation as required for administrative, financial and WHS purposes.

Co-curricular Activities

- Grounds and Maintenance Officers may be required to undertake duties setting up and packing up for weekend co-curricular activities
- In consultation with the Co-curricular Team, undertake set up and pack up of weekend sport activities hosted by Rostrevor College on Saturdays during the school sport seasons.
- Requirements for set up and pack up of co-curricular activities will be dependent on number of games hosted by the College, for the approximate 28 weeks per year school sport is run.
- Weekend duties will be delegated to Maintenance and Grounds staff on a rotating roster and paid at appropriate rates in line with the Enterprise Agreement.

Contractors and Sub-contractors

- Liaise with and engage contractors, such as tradespeople and job specialists, as authorised
- Under the guidance of the Facilities and Operations Manager, ensure engaged contractors providing grounds and/or maintenance services hold current and appropriate licences and insurance for the work they are undertaking and are properly inducted with WHS, professional conduct, and child safeguarding requirements.
- Assist in the induction and/or supervision of contractors engaged to undertake work on site.
- Inform, monitor, administer and facilitate the activities of contractors on site to ensure project and contract obligations are successfully achieved, and a high standard of work is provided.

Work Health and Safety

- Under the guidance of the Risk and Compliance Manager and Facilities and Operations Manager, ensure that all work undertaken is in line with the requirements and regulations of Work Health and Safety
- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Maintain grounds and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Assist in conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Participate in any WHS-related activities, as required.

General

- As a member of the Grounds and Maintenance Team, assist with duties required for the upkeep of grounds as required and within the scope of abilities and role.
- Under the direction of the Facilities and Operations Manager, ensure compliance with relevant administrative, financial and WHS practices and procedures.
- Under the direction of the Facilities and Operations Manager, ensure adherence to relevant budgets and financial considerations for all works undertaken.

- Actively participate in regular performance reviews and undertake training as required.
- Actively engage in any required professional learning and development as directed.
- Perform any other duties required from time to time at the discretion of the Principal (or delegate).

PERSON SPECIFICATIONS

Experience and Qualifications

- An accredited qualification and/or relevant experience in a relevant field, such as electrical, plumbing, or carpentry.
- A current and valid White Card
- Qualifications, training and/or significant experience in Manual Handling
- Qualifications, training and/or significant experience in WHS including Hazard Management, Risk Assessment and Job Safety Analysis.
- Training and qualifications in Working at Heights
- Training and qualifications in Safe Chainsaw Operation
- Training in the handling and management of Herbicides and Pesticides
- High-level specialised knowledge and demonstrated skills and experience with a range of technical and practical maintenance activities.
- Demonstrate comprehensive technical skills and experience in building maintenance including the ability to apply trade skills in construction, maintenance and repair tasks using precision hand and power tools and equipment.
- Knowledge and ability to safely and responsibly operate minor plant and equipment, such as a chainsaw, hand and electrical tools.

Personal Skills and Abilities

- Experience working in a school or College environment, or in a similar role in another setting
- Understanding of, and commitment to, the Catholic and Edmund Rice traditions and ethos
- Sound computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports, as required.
- Interact professionally and work collaboratively and cooperatively with staff as a positive team member.
- Liaise effectively with other members of the school community, contractors and visitors.
- Good interpersonal and communication skills and ability to take initiative and give and take direction effectively.
- Ability to take responsibility for own outcomes relative to specified quality and WHS standards.
- Work with little direct supervision and demonstrate the ability to plan, analyse and evaluate information from a variety of sources, and apply solutions to a range of problems.
- Good organisational skills including flexibility, prioritising and calmly respond to challenging situations in a measured manner.
- Always lead and demonstrate best practice in Work Health and Safety.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a professional standard of dress that promotes safety and suits the practical demands of the role, in particular, appropriate personal protective clothing to fulfil role requirements.

SPECIFIC REQUIREMENTS

- Current car driver's licence
- Willingness and ability to undertake specific training relevant to role, such as working at heights, safe work training, etc
- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate

WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 – SA WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.