



JOB DESCRIPTION & PERSON SPECIFICATION

College Department:	Maintenance
Position Title:	Maintenance Officer
Position Classification:	Lutheran Schools Officer Grade 2
Tenure:	As per Employment Agreement

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

The Maintenance Officer is responsible for the maintenance and upkeep of the College's property, buildings, furniture and grounds to a high standard.

The Maintenance Officer will understand Work Health and Safety principles and ensure safe work practices are followed at all times.

2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Maintenance Officer directly reports to the Team Leader Property Services and is expected to work collaboratively with all members of the College community to engender a positive and harmonious team environment. This position works closely with other members of the maintenance team.

All staff are ultimately responsible to the Principal.

3. Special Conditions

The Maintenance Officer is employed under the terms and conditions specified in the Lutheran Schools Enterprise Agreement.

A three-month probationary period will apply.

4. Extent of Authority

Manage assigned work to achieve all goals to finality within policies and guidelines, reporting to the Team Leader - Property Services work priorities and workloads, and any matters not covered by policies and guidelines.

5. Statement of Key Outcomes and Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The role of the Maintenance Officer encompasses activities within the following Key Result Areas (KRAs):

Maintenance

Grounds

Other

The responsibilities of each KRA include:

Maintenance

- Carry out repairs and maintenance tasks on a range of equipment, furniture, buildings and facilities.
- Pro-actively identify maintenance and repair tasks needed and carry out the necessary maintenance or report for action by others.
- Carry out checks and inspections as necessary to ensure equipment is safe, reliable and well maintained.
- Remove (where possible) and report any safety hazards.
- Minor building construction.
- Electrical testing and tagging of individual pieces of equipment, only where the person is the holder of an electrical work licence (under the Act); or bring to the appropriate attention any testing and tagging required.

Grounds

- Mowing, minor pruning / cutting, weeding, weed spraying and similar garden functions.
- Carry out a range of cleaning tasks including the clearing of cobwebs, pressure cleaning roadways and paths, sweeping and window cleaning, as well as collecting and removing litter.
- Ensure the proper and safe use and storage of all materials, chemicals, consumables and gardening equipment.

Other

- Support with a variety of security duties that involve using and maintaining the school security systems and locking and unlocking buildings.
- Conduct and document regular inspections to ensure Work Health and Safety compliance.
- Communicate and liaise with a wide range of personnel, students, external contractors and tradespersons in relation to damage to facilities, lost property and repair and maintenance to the school.
- Comply with relevant legislation, policies and procedures, applicable to the role, specifically but not limited to:
 - Child Safe Policy
 - Child Safe Code of Conduct
 - Staff & Student professional Boundaries Policy
 - ICT Policy
 - Privacy Policy
- Any other duties as directed by the Executive Team.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications / Other Requirements

- Trade qualification/background (desirable)
 - Current South Australian Working with Children Clearance (WWCC) for paid employment
 - Valuing Safe Communities (Provided by the College)
 - A current first aid certificate (desirable)
 - Working Safely at Heights training (desirable)
 - Current Responding to Abuse and Neglect certificate (can be arranged by the College)
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2. Personal Skills, Abilities & Aptitude

The skills, abilities and aptitude of the Maintenance Officer must reflect the professional management of all aspects of student support. These encompass the following:

Skills

- General handy-person and carpentry skills.
- Demonstrated safe manual handling skills.
- Sound oral communication and interpersonal skills that enable positive working relationships.
- An eye for detail and high expectations and standards in regard to quality and cleanliness.
- Intermediate level capabilities in the use of information technology including email, databases and other online systems.

Ability to

- Use general power tools, ride-on lawnmower, leaf blower etc, in a safe manner.
- Manage a variety of tasks simultaneously and work under pressure.
- Be reliable, punctual and flexible.
- Demonstrate initiative in undertaking various tasks.
- Relate to children in a friendly and empathetic manner.
- Maintain confidentiality.

Aptitude

- Have an interest in supporting others and providing exceptional levels of service.
 - Have a natural affinity with people and developing successful relationships.
 - A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community is essential.
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3. Experience

- Experience in working in an organisation with varied facilities and maintenance requirements.
 - Experience in working both independently and in a team environment.
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4. Knowledge

- Knowledge and understanding of the Work Health and Safety Act and Risk Management principles.
 - Sound knowledge of a broad range of maintenance tasks.
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5. Work Health and Safety

- Comply with the College's WHS Policy
- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk
- Use and maintain equipment properly
- Ensure that your work area is free of hazards
- Report safety incidents

- Co-operate with St Martins Lutheran College in anything that you are required to do in order to ensure a safe workplace including:
 - (a) notifying your supervisor of actual and potential hazards
 - (b) wearing or using prescribed safety equipment
 - (c) carrying out work in a safe manner
 - (d) following health and safety instructions
 - (e) taking notice of signs
 - (f) adhering to speed limits
 - (g) participating in safety training.

6. Classification Level

Lutheran Schools Officer Grade 2. (Refer to the guidelines in the Lutheran Schools Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

7. Performance Standards & Review

An annual Performance Review is undertaken with the Team Leader - Property Services to determine capacity to meet the demands of the role; identify additional training that may be required and ascertain what level of job satisfaction is experienced.

APPROVAL

Job Description & Person Specification Approved

Principal (Print Name)

(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: