

## POSITION: MAINTENANCE OFFICER

**This position reports directly to the Business Manager**

### **Primary Objective**

- To maintain school buildings and grounds to the highest possible standard,
- To assist the Business Manger in the management of school property and resources.

### **Personal**

- Be actively involved in a local Protestant church
- Maintain your personal Christian lifestyle to keep inline with the school vision
- Maintain a current Working With Children clearance

### **Specific Duties**

The following points detail the duties relevant to this position;

- To maintain the Schools buildings, facilities, and grounds in an efficient and effective manner.
- To attend to maintenance tasks required to ensure buildings, facilities, grounds and equipment are safe and in good working order, including:
  - Repairing breakages and damage (plaster, windows, doors, locks, toilets, etc).
  - Undertaking maintenance and repairs of both indoor and outdoor furniture and equipment as required in the schools maintenance policy.
  - Rectifying problems that occur as a result of electrical blackouts, storm damage and other disasters.
  - Servicing equipment such as heaters lights, grounds equipment etc.
  - Monitoring of door furniture, key issues, windows etc.
  - Undertaking grounds maintenance including mowing, whipper snipping, spraying, pruning, mulching etc.
  - Keep paths, walkways, and undercover areas clear of debris and safe to use
  - Preparing ground for weekly sporting activities and annual carnivals
  - Undertake maintenance duties as requested by the Business Manager.
- To support major functions/events of the school by preparation of grounds and or facilities as required
- Liaise with trade subcontractors as required
- To assist the Business Manager with other duties requested, including shifting of furniture, support for special events, transporting items, preparing BBQ, back up bus driving etc.
- Provide maintenance when required.

- To be aware of Workplace Health and Safety policies and to contribute to the ongoing awareness process.
- With the Assistance of the Business Manager work within set maintenance budgets and provide input to the ongoing budget process.

### **Conditions of Employment**

The successful applicant will be employed in accordance with the terms and conditions of the *NSW Christian Schools General Staff Multi Enterprise Agreement 2012 – 2013*