

Title	College Maintenance Officer
Classification	Full-Time
Category	Category A Remuneration Commensurate with Experience and Qualifications
Length of Appointment	On-going
Reports	Principal Deputy Principal Staff and Operations College Property Manager
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018

Purpose of Position

The key role of the Maintenance Officer is to undertake property and maintenance services across the College, including working effectively as part of the Property Team to ensure the College is consistently well serviced, maintained, presented and compliant with legislative requirements.

The Maintenance Officer will establish a strong rapport with the College community and offer service which is exemplary, reliable and in line with college values and operational principles.

The Maintenance Officer is a member of the team of Support Staff working within Catholic Regional College Caroline Springs. All members of staff are expected to take responsibility for the wellbeing of students at the College and to provide support to all members of the College community.

Key Contacts

- Principal
- Business Manager
- College Property Manager
- Deputy Principal Staff & Operations
- College Operations Team
- Occupational Health and Safety Committee
- College Property Team

Key Duties and Responsibilities

The Key Responsibilities of the College Maintenance Officer include, but are not limited to;

- Assisting the Property Manager in the day to day maintenance by providing minor maintenance and repairs to College buildings, assets, equipment, furniture and fittings.
- Using the College MyMaintenance Platform to action and prioritise maintenance requests and calendar events for set-up of College assemblies, masses, exams etc.
- Liaising and promptly reporting on maintenance which is beyond the scope of the position such as tree safety, engineering issues, air-conditioning/heating, plumbing, electrical and glass repairs, etc.
- Assisting the Property Manager with co-ordination of tradespersons and contractors ensuring OH&S and safe work standards are always met.
- Ensuring, so far as is reasonably practicable, all work is performed in accordance with OH&S Act 2004, codes and Australian Standards minimising waste of materials and time.
- Proactively identifying maintenance issues then rectify/initiate remedial action.

COLLEGE MAINTENANCE OFFICER

- Working in collaboration with other members of the College Property Team and providing support as appropriate.
- Securing College buildings and gates when required.
- Attending to after hours call outs when required.
- Other duties as allocated by the Principal, Deputy Principals or Property Manager.

Other Requirements

All members of staff at Catholic Regional College Caroline Springs are expected to:

- Be supportive of the Catholic ethos of the College
- Model behaviour, which is appropriate in a Catholic school
- Adhere to Safeguarding Standards of the College;
- Convey to the public a positive image of the College
- Be helpful and welcoming to visitors and members of the community
- Abide by all Policies and Procedures of the College
- Be committed to professional growth and development of excellence.

General Qualifications & Experience

- Valid Working with Children Check
- National Police Check
- Driver's License

Desirable, but not essential:

- Experience in a School Maintenance environment
- Trade Qualifications
- Experience in the use of Facilities Maintenance technology (such as MyMaintenance)

Knowledge and Skills

- Excellent written and verbal communication, with an ability to communicate and interact positively, effectively and professionally with staff, students, parents and visitors to the College
- Excellent demonstrated organization of tasks and ability to prioritise effectively
- High level initiative and flexibility, with the ability to respond to the changing demands of the position
- Ability to work independently and collaboratively as part of a team.

Personal Qualities

- A courteous and professional manner and presentation
- Empathy and cultural awareness
- Reliability and punctuality
- Discretion and an ability to maintain high levels of confidentiality
- A capacity and genuine desire to learn and apply new skills
- Ability to remain calm under pressure.

Child Safety

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.