



Position Title: Facilities – Maintenance
Prepared: January 2023
Reports To: Facilities Manager
Prepared by: Head of Human Resources

Position Purpose

To assist the Facilities Manager with the execution of buildings maintenance. To assist external providers with gaining access to the site and with undertaking their work. To operate the infrastructure of the buildings and control the areas used in building maintenance.

Position Status

At present the Facilities staff usually work a 40-hour week, from 7.00am until 4.00pm, Monday to Friday and have a total of 13 rostered days off per year.

School terms breaks are particularly busy times for the Facilities Department therefore leave applications during these times will be judged in light of operational considerations.

From time to time, the incumbent will be expected to work overtime or be available after hours or on weekends to attend to operational matters. The Terms and Conditions of such work is governed by the current *St Leonard's College Agreement 2020*, and any subsequent Agreement.

Reporting Relationship

The Facilities - Maintenance reports directly to the Facilities Manager, however, all staff are ultimately responsible to the Principal.

Duties and Essential Job Functions

- The completion of all work requests/work orders relating to property maintenance which have been assigned to the incumbent.
- Assist external service providers with identifying the location of a job or with finding related, building services infrastructure or points of isolation. The incumbent may instruct external service providers in the safety requirement of working on site or in setting up for a particular job.
- Assist with the daily operation of building services infrastructure to the limits of their competency. These shall include heating, cooling, ventilation, lighting, water supply and sewer, electrical supply and other infrastructural elements supporting the occupancy.
- Assist the Facilities Supervisor in the procurement of consumable stock relating to property maintenance such as lamps, adhesives, lubricants, screws/nails, building fabric and minor equipment required to effect repairs.

- Assist with the setting up of functions and events where such events have been appropriately planned and communicated in advance using the systems of the College.
- Plan and execute minor building project work as delegated and which fall within the competency of the incumbent.
- Ensure all in-house works are carried out in a manner deemed to be safe and in line with the College Health and Safety Policies. Particular focus shall be placed on emerging College safety systems of Risk Assessments for routine tasks, the development and recording of trade competency, the appropriate use of personal protective equipment and the control of hazards in the work environment.
- Prior to the introduction/implementation of a departmental activity, task, plant or equipment, ensure Risk Assessments are completed, hazards are identified and appropriate control measures and work instructions are developed and implemented as far as reasonably practicable.
- Actively monitor Occupational Health and Safety within the areas of responsibility taking all reasonable care to avoid the risk of injury to yourself and others by performing and operating all activities, tasks, plant and equipment in a correct and safe manner, and where necessary participate in departmental incident investigations.
- Disarming alarms and opening up as per Facilities Manager direction.
- Other specific duties as may be required and directed from time to time.

Other

A uniform is provided, and it is expected to be kept in a clean condition. Articles of the uniform will be replaced when they become unpresentable and upon the return of the original article. Neat grooming in terms of dress, language and behaviour is expected.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse.

This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2020*, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.