



SCHOOL SERVICES OFFICER MAINTENANCE / GROUNDS POSITION DESCRIPTION

Our Mission at Marymede Catholic College is to educate, in partnership with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavour is possible only within a Christ centered community.

Staff at Marymede Catholic College are appointed by and ultimately responsible to the Principal and are expected to work in a collaborative way that enhances the spirit and culture of the College community and supports the College Mission, Vision and Annual Action Plan.

Role Responsibilities

The role responsibilities draw upon the *Victorian Catholic Education Multi-Employer Agreement (2018)*.

The Maintenance/Grounds Officer is an integral part of the College's operations, particularly its curricular and extra-curricular programs by ensuring a high standard presentation of College facilities. This person must be proactive with the ability to work autonomously.

The Maintenance/Grounds Officer reports to the Property Manager on a day-to-day basis.

Duties and Responsibilities

The Maintenance/Grounds Officer will be required to undertake the following duties and responsibilities:

- Assist the Property Manager in the day-to-day maintenance of the College's facilities by providing minor maintenance and repairs to, but not limited to, buildings, assets, equipment, bus fleet, furniture and fittings.
- Use the College Portal to action and prioritise maintenance requests and calendar events for set-up of College Assemblies, Masses and Exams etc.
- Liaise and promptly report 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.
- Maintenance and up-keep of ovals, soccer pitch and tennis/hockey court surrounds.
- Assist the Property Manager with co-ordination of tradespersons and contractors ensuring OH&S and high 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 identify maintenance issues then rectify/initiate remedial action.
- Work with other members of the College's Maintenance/Grounds staff and provide direction as appropriate.
- Securing College buildings and gates when required.
- Under prior approval from the Property Manager, drive students to and from excursions.
- After hours call outs when required.

Other

- Required to hold a Light Rigid or above licence.
- Trade qualification in electrical or plumbing an advantage.

Personal Attributes:

- Ability to work with a minimum of supervision.
- Ability to be a team member.
- Excellent interpersonal skills and ability to relate to all sections of the Marymede Community i.e. staff, students and parents (both prospective and current).
- Working knowledge of Microsoft Office applications.
- Discretion and confidentiality.
- Punctuality.
- Professional attire at all times.
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing Professional Learning.

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by and in consultation with the Principal and Property Manager and as outlined in the *Certified Agreement VCMEA 2018*.

Salaries and Conditions:

- Salaries and conditions are set by the *Victorian Education Multi Employment Agreement 2018*. The position would be recompensed according to the scale for a full time School Services Officer depending on experience and qualifications.
- Annual Leave requests will be via consultation with the Property Manager.