



Maintenance Coordinator

Position Description

The Maintenance Coordinator derives authority from the Co-Principals and is accountable to the Business Manager. He/she fulfils a practical role and provides high level support to the Business Manager in the planning and management of College maintenance, property and ground requirements. The Maintenance Coordinator has a range of responsibilities which relate to the safe and efficient maintenance and development of Kilbreda College. These responsibilities are undertaken within Risk Management, Occupational Health and Safety and WorkSafe guidelines at all times.

He/she has a role in promoting the College's identity as a Catholic school in the Brigidine tradition and, as such, is expected to emulate the College's core values of:

- Being faithful to the College's Catholic heritage
- Welcoming all people, especially the most vulnerable
- Celebrating all that is good with joy and gratitude
- Engendering a love of learning, hope and sense of purpose
- Imaging and practising justice and service.

Child safety: It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

KEY RESPONSIBILITY AREAS

1. Maintenance and grounds

- Manage all daily operational property and maintenance matters and requests
- Coordinate all works carried out by Maintenance and Grounds staff, and contractors
- Develop and administer a cyclical maintenance program and carry out maintenance checks
- Develop and maintain the Essential Services Safety Report e.g. inspections, records and up to date register
- Prepare a summary report of the Essential Services Safety Register to be presented to the Business Manager
- Prepare, manage and monitor annual budget relating to maintenance, property and grounds
- Oversee the purchase of necessary items for the efficient carrying out of maintenance and building works
- Be familiar with and adhere to the Kildare Education Ministries *Delegation of Authority Guidelines*
- Ensure that the school maintenance vehicle, buses and equipment are serviced and maintained
- Liaise with the Business Manager to manage building projects
- Ensure that WorkSafe practices are followed and appropriate training of relevant staff takes place
- Ensure the sound operation of the school's security and alarm system
- Maintain equipment and a safe and orderly maintenance area
- Prepare and distribute holiday 'job lists' in consultation with the Business Manager
- Other duties requested by the Co-Principals or Business Manager

2. Occupational and Health and Safety (OHS)

- Ensure the Kilbreda College Occupational Health and Safety Policy is enacted
- Keep abreast of OHS requirements and oversee training as required
- Ensure Kilbreda College complies with the expectations of WorkSafe Victoria – *Addressing key risks in schools*
- Chair the Occupational Health and Safety Committee meetings and communicate matters to all staff
- Ensure the OHS noticeboard is visible, updated and current

Communication

- Meet daily with the Maintenance staff to coordinate workloads
- Meet fortnightly with the Business Manager
- Liaise with Operation & Risk Management Coordinator to support college events and activities e.g. assemblies, camps, productions
- Meet with contractors to ensure Contractor Compliance and induction
- Attend site meetings during building programs
- Liaise with long term contract staff in areas such as cleaning, security, building or grounds
- Be a point of contact for community groups who are accessing Kilbreda College or who require the use of equipment and facilities

EXPERIENCE, SKILLS AND ATTRIBUTES

- Willingness to embrace Catholic Education and support the College's philosophy, mission and goals
- Strong organizational skills with an ability to prioritize and prepare timely and accurate output
- Ability to maintain the database and records management
- Experience in proactive management of buildings and grounds and other College assets
- Well-developed interpersonal and verbal communication skills
- Flexibility, initiative and willingness to work as part of and lead a small team
- Building trade or experience highly desirable
- First Aid Qualifications desirable.
- Hold a current and valid bus licence

OTHER INFORMATION

- The successful applicant will be required to undergo a Criminal Record and Working with Children Check
- Must be willing to participate in whole staff activities such as liturgies, spirituality days and staff meetings
- The position will require attendance at a number of after-hours events
- Annual Leave is to be taken outside of term holidays

ACCOUNTABILITY

Reports to: Business Manager

Internal liaisons: Organisation and Risk Management Coordinator, OHS committee, Maintenance staff

External liaisons: WorkSafe Victoria, external suppliers, contractors

CONDITIONS

Conditions are as per the Victorian Catholic Education Multi Enterprise Agreement 2013. This is a Category A (Level 5 Subdivision 4) position, **1.0 FTE**

Hours of Work: 7.30 am – 4.00 pm

Leave: 4 weeks annual leave

May 2017