



# Job and Person Specifications

## DETAILS

Position Title:	Property Services Officer - Maintenance
Sub School:	R-12
Line Manager:	Property Services Manager
Reports To:	Business Director through Property Services Manager
Tenure:	Permanent, Full Time
Commencement:	December 2024

## POSITION SUMMARY

Provide efficient and effective support to the Property Services Manager in the areas of ongoing maintenance and repairs of College facilities.

Be responsible on a day to day basis for the smooth and efficient operation of the building maintenance program including the design and construction of furniture and fittings. This will include work programming, planning, scheduling and contributing to the ongoing development of the College.

Normal working hours: Monday – Friday 8:00am to 4.30pm with one-hour lunch break. Hours may vary as directed by Property Services Manager

Provide out of hours urgent security or maintenance callouts as required on 4 weekly shared rotating roster.

## GENERAL EXPECTATIONS

The Property Services Officer - Maintenance will:

- Perform compliance maintenance tasks as directed by the Property Services Manager.
- Undertake WHS accredited training as directed by the Property Services Manager to perform tasks in a safe manner.
- Commit to weekly Property Toolbox talks, raise any concerns on WHS issues.
- Ensure maintenance and inspection schedules are kept up to date.
- Assist Property Services Manager as required with administration duties ensuring compliance tasks are performed in accordance with maintenance plan.
- Prioritise and action maintenance requests as received, responding to email requests via Microsoft Outlook (mobile phone/device essential).
- Evaluate, design and manufacture cabinets, furniture and fittings as direct by Property Services Manager.
- Apply knowledge of door hardware and operation to maintain and repair as required.



### GENERAL EXPECTATIONS (cont'd)

- Source and order materials ensuring an economic supply of hardware is in stock.
- Maintain cost and quality control of the manufacturing program.
- Perform weekly safety checks of plant and machinery or as directed by the Property Services Manager.
- Ensure all plant and equipment are in safe working order prior to use.
- Communicate and seek clarification from staff and management regarding specific requirements and provide practical, efficient and economical solutions.
- Provide support to the Grounds staff as required or as directed by the Property Services Manager.
- Maintain skills in the use of all ground's machinery, equipment and tools.
- Assist with oval line marking and Sports day setups as required by the College.
- Unlocking toilets and locker areas at start of day.
- Locking and arming buildings when required, ensuring windows are closed and air conditioners and lights are off.
- On call during daytime for any concerns and enquiries about student problems with grounds or rubbish.
- General care and maintenance of all equipment used for work using contractors if necessary.
- Setup/pack down for weekly assemblies and chapel and other functions/events.
- Contribute as necessary to shared tasks.
- Out of hours work when required; and
- Must be motivated, work unsupervised, autonomously, as well as working within a small team.

### GENERAL OVERSIGHT OF

- Repair and maintenance work schedule; and
- Deputise in the area of Maintenance for Property Services Manager as required.

### OTHER TERMS AND CONDITIONS

- Assist the Business Director and Principal in fulfilling the aims and purposes of Tatachilla Lutheran College and to support and maintain the philosophy and ethos of the College at all times.
- Contribute to a safe and healthy work environment free from discrimination by:
  - Implementing and adhering to Tatachilla Lutheran College WHS policies; and
  - Ensuring that the principles of Equal Employment Opportunity are a normal part of doing business.
- Carry out other duties as requested by the Property Services Manager and/or the Business Director as required.
- Wear appropriate Hi-vis PPE work uniform. (3) shirts to be supplied by Tatachilla Lutheran College, Work pants and steel cap shoes maintained by the employee. PPE safety items to perform your tasks safely supplied by the college.



## Selection Criteria

### EDUCATIONAL/VOCATIONAL QUALIFICATIONS

- Formal Qualifications in recognised trade/s
- Valid Working with Children Check (WWCC)
- Valid RRHAN-EC certification or a willingness to undertake this prior to commencement.
- Hold a current White Card or be willing to obtain prior to commencement.
- First Aid Certificate - preferred
- Working at Heights – preferred
- Elevated work platform – preferred

### PERSONAL SKILLS, KNOWLEDGE & ABILITIES

- Be a qualified & skilled tradesperson in the field of cabinetmaking, carpentry or sheet metal.
- Basic practical knowledge of electrical circuits and equipment.
- Basic practical knowledge of plumbing fixtures and fittings and their operation and ongoing maintenance
- Competent in the use of hand and power tools.
- MUST have current drivers' license with ability to tow a trailer. MR License desirable.
- Experience with appropriate tradesperson hand tools.
- Ability to learn how to operate fleet plant machinery and equipment.
- Understanding of Work Health and Safety practices.

### CLASSIFICATION LEVEL

- As per Lutheran Schools Enterprise Agreement

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

## Application Process

### APPLICATIONS WITH SUFFICIENT SKILLS AND EXPERIENCE ARE REQUIRED TO:

- Write a covering letter addressing selection criteria and including previous experience.
- Include a curriculum vitae; and
- List three referees, one being a pastoral/character referee.

Applications that do not meet the above requirements will not be considered.

Applications are to be addressed to the Business Director, Tatachilla Lutheran College and sent electronically to [jobs@tatachilla.sa.edu.au](mailto:jobs@tatachilla.sa.edu.au). Applications close 9am, Monday 25 November 2024.

\*\*\*Please note that due to the quick turnaround for this position, suitable applicants will be invited for interviews as applications are received.