

Maintenance, Grounds & Facilities Co-ordinator

Title:	Maintenance, Grounds & Facilities Coordinator
Reports To:	Principal, Business Manager
Remuneration:	\$26 per hour OR \$52,500 per annum
Hours:	8:30am – 4:30pm Monday to Friday
Contract:	12/10/09 – 25/06/10 (with a possibility of an extension)
Leave:	This position requires attendance 48 weeks per year

This is a full-time position which includes 4 weeks annual leave per year. The position will be responsible for the completion of scheduled maintenance tasks, running repairs, grounds and garden work around the school, as well as other occasional duties required of the college administration. This position also requires the supervision and co-ordination of a part-time gardener.

SELECTION CRITERIA

1. The ability to carry out repairs and maintenance to buildings and grounds.
2. The ability to work independently and to show an understanding of and follow O.H.& S. procedures.
3. Highly developed interpersonal skills with the demonstrated ability to consult with the School Administration, interact with staff, students and the wider school community.
4. The ability to plan, source, cost, implement and complete maintenance projects across the school.

QUALITIES REQUIRED

- Be able to assess requirements and be confident using hand/power tools to effect maintenance tasks and repairs around the school
- Good time management skills and ability to work to a job plan
- Ability to take direction
- Punctuality and reliability

DUTIES

- Clear Gutters, roofs, repair and replace when required
- Upkeep current painted areas, re-paint when required
- Plant weeding, poisoning, pruning, mowing, watering
- Upkeep of outdoor garden furniture, repairs, oiling etc.
- Ordering and distribution of mulch, gravel etc. when required
- Co-ordination of General Maintenance Inspections
- Order, Co-ordinate and manage contractors eg; glaziers, plumbers, electricians etc.
- Check/change light globes where required
- Cleaning and maintenance during holiday periods as required
- Check/repair and maintain door hardware
- Order and maintain Keys and upkeep staff key register
- Ordering and upkeep of all maintenance equipment
- Remove/paint graffiti - check each morning
- Clear rubbish from under portable entries
- Moving of furniture and equipment when required
- Maintain clean maintenance and tool shed area
- Check and maintain garden tools (including ride on mower)
- Filling holes in tables, desks, plaster, walls etc.
- Fix broken chairs, tables and other furniture
- Construction of flat pack furniture, shelving etc.

- Ordering of new office and classroom furniture
- Affix display boards to internal and external walls
- Secure broken windows
- Supervise and direct students in daily yard duty and school beautification activities
- Implement a duty/jobs roster detailing which jobs are to be performed and when
- Prioritise jobs taking into account the staff maintenance jobs log
- Enter all maintenance orders and inspections into the PRMS system
- Other duties as directed by the Principal or his delegate

REQUIRED BY APPLICANT

- Trade experience preferred
- Current Working with Children Check or willingness to obtain one
- Working understanding of OH&S requirements
- Current Ladder license or willingness to obtain one
- Current Driver's license
- Excellent computer skills (knowledge of Microsoft programs a must)
- Some lifting will be required
- Be able to operate a ride on mower, power tools, electric drop saws etc.
- Good time management skills and ability to work to a job plan
- Ability to take direction
- Punctuality and reliability

APPLICATION

Your application should include;

- Application letter
- Your current resume
- 3 current references
- Answers to the selection Criteria (no more than 1-2 paragraphs per criteria)
- It should be e-mailed to Gramatakos.melissa.m@edumail.vic.gov.au by Thursday 1st October – mailed applications will not be accepted.
- If you have any queries, please call the Principal, Mr Nick Scott on 0439 003 368 from 21st September