



## POSITION DESCRIPTION

<b>TITLE:</b>	Maintenance Officer
<b>REPORTS TO:</b>	Facilities & WHS Manager via the Maintenance Coordinator
<b>COMMENCEMENT:</b>	November 2020

### POSITION OVERVIEW:

#### Liaises with:

1. Principal and School Executive
2. Faculty Heads
3. Staff
4. Cleaning and Maintenance Contractors
5. External Agencies

### PHILOSOPHY:

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the Schools and your actions need to be in accordance with relevant laws.

### The Role

The Maintenance Officer is responsible for carrying out the maintenance, repair and improvement work necessary to ensure a safe and functioning School environment.

### Conditions of Employment

The terms and conditions of employment are according to the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*. This position is classified as a Level 1 General Hand.

### Hours of Duty

The Maintenance Officer role is a permanent full-time position. Hours on Campus are 8:00am – 4:00pm Monday to Friday during term time. During non-term time, hours on Campus are 7.00am – 3.00pm Monday to Friday. This role works across the full school year. Annual leave is to be agreed in advance with the Facilities & WHS Manager and is usually taken during term time.



**The Maintenance Officer role is responsible, via the Maintenance Coordinator, for the following:**

- Under the direction of the Facilities & WHS Manager and the Maintenance Coordinator, undertake various maintenance tasks as directed either individually or as part of a team.
- Carry out grounds maintenance and improvement work such as leaf blowing, digging, weeding, lawn maintenance, laying pavers, small concrete works, hedging and individual projects.
- Set up and break down activities for events and activities in the School Hall in accordance with the School Calendar and needs of the School Community, including liaising with external hires and contract cleaning staff when appropriate. For example, assemblies, examinations and incursions.
- Set up and break down activities for events and activities occurring on School grounds, or where applicable, in hired facilities in conjunction with the Maintenance Coordinator. For example, hospitality or marketing events and sports carnivals.
- Distribute deliveries around the Campus.
- Assist with monitoring safety within the School Carpark in the mornings and afternoons, and during School events as necessary.
- Open and/or lock up the School grounds as directed.
- Pick up supplies required for the School (for example, from Bunnings and other Trade Suppliers).
- Move furniture or other School equipment around the Campus as required.
- General cleaning and clean ups.
- Drive the School fleet as required and qualified.
- Ensure that your own training and development is appropriate to fulfil your role.
- Work with the Facilities & WHS Manager, and the rest of the Facilities team to ensure the WHS responsibilities of the School remain a priority, for example Hazard Reporting.

**The skills and requirements of this position are:**

- Ideally experience in a similar role with demonstrated knowledge in the areas of building maintenance
- Confident to use a range of hand and power tools
- Ability to follow escalation procedures
- Good interpersonal and communication skills
- Ability to follow direction and complete maintenance tasks to a good standard in a timely manner
- Ability to work safely and independently
- Demonstrated ability to work as part of a team



- Can do attitude with ability to problem solve and use initiative
- Physically fit and able to lift heavy items and equipment (in line with WHS regulations) and climb several flights of stairs
- Driving licence

You will be required to hold a valid Working with Children Check at all times.

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

**Performance:**

This role will be further developed to utilise the individual strengths and initiatives of the incumbent. There will be a review of the role on an annual basis.

September 2020