



Western Port Secondary College

Is seeking a self motivated person for the vacant position of
Buildings & Grounds Maintenance Person.

Applications are to be submitted in writing with answers to the selection criteria prior to 4pm
Monday 26th June 2017

Role: A key aspect of the Buildings & Grounds Maintenance person's role in the College community is to be able to communicate effectively and develop a good working relationship with staff members, students and contractors at all levels.

The Buildings & Grounds Maintenance person at Western Port Secondary College will undertake professional and personal development opportunities to enhance the position and will participate in an annual performance and development process.

The Buildings & Grounds Maintenance person is required to work flexibly and reliably within tight timelines and with minimal direction in a team environment.

Responsibilities: Typical tasks may include but are not limited to:

- General repairing with wood, steel, plaster, concrete or brick.
- Painting work.
- Cleaning up and temporary securing of broken windows and doors.
- Moving of furniture and assisting with setting up rooms for exams, meetings and assemblies.
- Assisting teaching staff with the setup of class or school functions such as barbecues and sports days.
- Removal of graffiti and other debris
- Working with small groups of students on community/college projects
- Purchasing of materials and resources for the role as per the college's policy
- Retrieving items from rooftops, and maintenance of gutters and drains.
- Basic landscaping and the overseeing of gardening including mowing, trimming, weeding, cutting back/pruning, planting.
- Document maintenance activities including but not limited to essential services, electrical, plumbing, air conditioning, heating, fire services, pest control, painting, concreting, glazing, carpentry, facilities audits, waste management and department inspections
- Prepare quotes and timelines for work requiring qualified contractors
- Liaising with teachers and working with teachers and their classes on group college projects that improve the aesthetics of the building and/or grounds
- Follow appropriate OH&S and risk management procedures and ensure OH&S requirements and legislated standards are met
- Provide the Business Manager and Principal with reports and advice as required.
- Assist with the planning and staging of College events such as Information Evenings, Awards Ceremonies, Student Led Conferences etc
- Monitor and manage a year by year plan of maintenance – ensuring routine maintenance and improvement is undertaken
- Respond to any emergency situation in an appropriate manner and undertake such other duties as may be required, noting that such activities may be outside normal working hours or on weekends
- Liaise with the cleaners on any maintenance issues
- Regularly monitor and report on any security issues; for example: open windows, unlocked doors etc
- The Buildings & Grounds Maintenance person reports directly to the Business Manager and Assistant Principal for the effective performance of daily duties.

- Undertake other duties relevant to the field of responsibility as requested by the Business Manager, Assistant Principal or Principal
- Comply with the College's policies and procedures
- Maintain a safe, clean and presentable working environment
- Any other duties as directed by the Principal

This position description describes in general terms the normal duties which the Buildings & Grounds Maintenance person is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.

Selection Criteria
<p>SC1 Relevant experience and /or qualifications to fulfil the expected duties of the Buildings & Grounds Maintenance Officer position.</p> <p>SC2 Ability to effectively prioritise and work systematically with minimal supervision and to oversee other staff and contractors.</p> <p>SC3 Knowledge of Occupational Health & Safety policies and procedures and an ability to manage risk within the work environment.</p> <p>SC4 Ability to communicate effectively and engage others within the school community to maintain a clean, safe and presentable environment.</p> <p>SC5 Dedication to undertake professional development to further enhance skills within the role.</p>