



Position Description

Title:	Maintenance Officer
Employer:	CSV Ltd trading as Casey Grammar School
Department:	Maintenance
Reports To:	Maintenance Supervisor / Executive Director Corporate Services
Tenure:	Permanent full-time appointment after the successful completion of a six-month qualifying period
Occupant:	
Location:	Position located at Casey Grammar School. However, please note that in the future you may be required to perform part or all of your work at other locations
Commencement Date:	

Primary Accountabilities

The Maintenance Officer works with the maintenance and gardening teams to ensure the school grounds and facilities are maintained and are presentable. Performing a broad range of maintenance tasks around the school.

Key Contacts

Internal:

Maintenance Supervisor, Gardening Supervisor, Executive Director Corporate Services, Principal, HR Manager, Teaching and Non-Teaching staff.

External:

Parents/Guardians/Carer's, suppliers, contractors, other school community.

Candidate Skills/Qualifications

The following qualifications and/or experience are required for the position:

- High level of competency in various areas, including:
 - Knowledge, ability and understanding of general maintenance
 - Tools & Equipment use
- High level of professionalism when liaising with the school community
- The right to work in Australia
- Hold a Working with Children Check
- Police Check

The following qualifications and/or experience are desirable for the position:

- Trade qualification and/or experience
- Handyman experience
- Previous experience as a Maintenance Officer highly regarded

CSV LTD

ABN 93 061 557 364

Balcombe Grammar School

389 Nepean Highway
Mount Martha, Victoria 3934
Ph. (03) 5970 1100
www.balcombegrammar.vic.edu.au

Casey Grammar School

3 New Holland Drive
Cranbourne East, Victoria 3977
Ph. (03) 5991 0800
www.caseygrammar.vic.edu.au

Clyde Grammar

110 Smiths Lane
Clyde North, Victoria 3978
Ph. (03) 8903 4500
www.clydegrammar.vic.edu.au

Personal Characteristics

This position requires a high level of professionalism. The following interpersonal skills are required to be demonstrated and utilised:

- Well-developed interpersonal and communication skills
- Demonstrated initiative
- Safety conscious
- Sound time management skills
- Sound organisational skills
- Professional conduct and presentation
- Ability to multi-task
- Ability and willingness to be flexible and adaptable
- Team orientated
- Reliable
- Helpful and approachable
- Patient
- Good work ethic
- Takes pride in the presentation of the school grounds and buildings
- Foster and maintain a close working relationship with staff and the school community to maximise successful outcomes for the school

Detailed Objectives

Grounds:

- Ensure facilities and grounds of the school are physically safe
- Perform maintenance and gardening duties in line with the Maintenance Register
- Maintenance and enhancement of the school grounds and surrounds in a way that complements the environment and presents it in a clean, tidy and professional appearance

Cleaning & Hygiene:

- Maintain the cleanliness and presentation of the school grounds (including pathways, entrances and outdoor areas)
- Remove graffiti promptly to uphold the school's appearance and safety standards
- Ensure the Maintenance Building and associated storage areas are kept clean, tidy and well organised
- Carry out routine cleaning of roofs, gutters and stormwater drains
- Manage general waste removal across the site
- Undertake basic pest control measures
- Liaising with contractors and suppliers as necessary

Maintenance & Repairs:

Perform maintenance duties in line with the Maintenance Register including:

- Repairs/maintenance to locks and doors
- Repairs/maintenance to windows
- Repairs/maintenance to furniture
- Replacement and repairs of fixtures and fittings
- Painting as required
- Maintenance and use of hand and electrical tools
- Maintenance and repairs of school assets

- Proactively identify and rectify maintenance issues
- Assist in developing a preventative maintenance schedule, programming regular maintenance activities and checks
- Assist in the upkeep of the Essential Services Maintenance Program
- Empty playground rubbish bins and liaising with the Heads of School and Executive Director Corporate Services on playground tidiness
- Assist other staff as required

Building Maintenance:

- Undertake routine repairs (minor carpentry / minor plastering)
- Undertake painting (internal/external) in line with scheduled maintenance plan or as required
- Maintain the presentation and safety of both internal and external environments
- Respond to maintenance requests in a timely manner, prioritising urgent tasks

Other:

- Ensuring presentable school grounds for events such as Open Days etc.
- Assisting in set up for Open Days and the like
- Attend and participate in OHS Committee meetings and issues as required
- Assist in coordinating traffic movement on the school property including signage and markings in respect of traffic
- Move furniture and equipment as required
- Opening and closing of gates/doors as necessary
- Turning on/off alarms as necessary
- Being available periodically outside of hours to perform duties without the presence of the children
- Other associated maintenance duties as directed

Duty of Care

To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

To maintain and promote the principles of the child safe standards under [Ministerial Order No. 1359](#).

CSV Ltd, Casey Grammar School, Balcombe Grammar School and Clyde Grammar is a Child Safe organisation and has zero tolerance for child abuse. It is a condition of employment that employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action.

General Conditions

Unless otherwise agreed, the terms and conditions of employment are those of the Award and NES.

Remuneration

Annual salary commensurate with experience of the position, qualifications, and experience.

Annual Leave entitlement is 4 weeks per annum to be taken as agreed with the Executive Director Corporate Services.

Superannuation is as per the regulated statutory amount.

Hours of work: Monday to Friday 8:00am – 4:00pm with a 30-minute unpaid lunch break, unless varied to accommodate work practices or individual needs which have been agreed to with the Executive Director Corporate Services.

Salary packaging is available.

Signed: _____

Date: _____