



# YIRARA COLLEGE

## POSITION DESCRIPTION & PERSON SPECIFICATION

<b>College Department:</b>	Facilities Management
<b>Position Title:</b>	Maintenance Officer
<b>Position Code:</b>	PD SSFM04
<b>Position Classification:</b>	Lutheran Schools Services (Grade 3)
<b>Tenure:</b>	Continuing

### POSITION DESCRIPTION

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#### 1. Summary of the broad purpose of the position in relation to the College's goals.

(Expected outcome and how it is achieved.)

The Maintenance Officer takes general responsibility for the development and maintenance of the College buildings under supervision of the Maintenance Supervisor, with specific responsibility for the periodic program maintenance of plant rooms & air conditioners within Yirara College. This encompasses all maintenance associated with college buildings, plant and equipment and the maintenance of all plant and equipment utilised in the delivery of those services.

The Maintenance Officer is a member of the Maintenance Team within the College Facilities Management area and reports to and takes specific direction from the Maintenance Supervisor or, their absence, the Property Services Supervisor and works collaboratively with all other College staff. Additionally, the Maintenance Officer will supervise and monitor the provision of work experience opportunities for College students as agreed with the Director Teaching and Learning or their delegate, through the Property Services Supervisor. The role also requires support to the provision of services in support of various special projects and events run throughout the year within the College. External contractors are engaged at times to meet specific needs of the College and the Maintenance Officer may be required to provide support to those contractors working within the scope of the Maintenance Team.

The role plays an important part in ensuring that Yirara College is maintained as a facility with effective Work, Health & Safety strategies. This includes promoting and engaging in a safe work culture, ensuring that appropriate procedures and practices are engaged paying due respect to the health and safety of self and others, as detailed in the College WHS procedures and directed by the Property Services Supervisor.

The Maintenance Officer has specific responsibility for the periodic program maintenance of plant rooms & air conditioners within Yirara College, but also has a general responsibility for the development and maintenance of the College buildings under supervision of the Maintenance Supervisor and is required to monitor the use of plant & equipment utilised in delivering the Maintenance Team's responsibilities and the safe operation of that equipment, as well as engaging effective and inclusive personnel supervision skills for any students assigned to Maintenance Team, supporting external contractors, and undertaking various administrative tasks when directed. All tasks have anticipated outcomes and a number of these are measured through Key Performance Indicators in a Performance Review process.

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#### 2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The immediate report for the Maintenance Officer is the Maintenance Supervisor, or in their absence, the Property Services Supervisor. The Maintenance Officer works closely with all staff in the Facilities Management area and will, from time to time, be required to work with and generally oversee external sub-contractors engaged by the College for specific works and services. The Maintenance Officer may also supervise and monitor College students assigned to the Team.

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#### 3. Special Conditions

There are no special conditions for this position.

## POSITION DESCRIPTION

### 4. Extent of Authority

The Maintenance Officer has general authority over students assigned to the Team and as directed by the Property Services Supervisor or Director of Business Operations. Under the direction of the Maintenance Supervisor, purchase materials and equipment to complete maintenance jobs and projects within budget constraints

### 5. Statement of Key Outcomes & Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

Separate KRAs have been identified to encompass the major areas of responsibility and activity for the role of Maintenance Officer as follows:

#### College Community & Future

##### Leadership

##### Administration

##### Facilities Management

The responsibilities of the Maintenance Officer in each KRA include:

#### College Community & Future (Christian Ethos, College Life & Future)

- Reflecting the Christian ethos of the College in a professional and compassionate capacity.
- Actively participating in the spiritual life of the College including praying with students and staff, and setting an example of Christian living.
- Actively engaging with the College Vision and Strategic Plan.
- Undertaking a personal commitment to the Staff Engagement Charter, outworking its elements in a manner of integrity, accountability and responsibility.
- Undertaking to support and promote the College Creed and assist other staff and students to do the same.
- Appreciating and respecting the Core Values of the College, practicing them in daily College life.
- Actively promoting the College within Indigenous communities and the wider community when possible.

#### Leadership (Supervision, Collaboration, Delegation, Training)

- Participating in the Facilities Management Strategic Planning process.
- Fostering a culture of collaboration, professionalism, collegiality and open communication among the Maintenance Team specifically and within the broader Facilities Management team.
- Providing general supervision of students as part of the provision of work experience opportunities for College students as advised by Property Services Manager.
- Collaborating in an effective and inclusive manner to ensure the provision of a positive work environment for each person.
- Supporting and generally overseeing the work of external contractors, ensuring that they conduct themselves in accordance with College procedures and in a manner that is consistent with the College Core Values and Creed.
- Providing after hour's assistance with College activities, emergency situations and security issues as needed.
- Participating in all meetings of the Facilities Management team including weekly staff meetings.
- Participating in the College professional development and planned training program.
- Providing feedback and suggestions in relation to making improvements throughout the College, managing overheads within maintenance area, identifying needs and opportunities to upskill, maximising use of available budget funding, and general day-to-day operations.

## POSITION DESCRIPTION

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### 5. Statement of Key Outcomes & Associated Activities (Cont'd)

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#### **Administration** (Planning, Documentation, Communications, Record-keeping)

- Assisting in the preparation of the periodic program for maintenance of plant rooms & air conditioners.
- Implementing daily/weekly work tasks in a time management framework.
- Maintaining appropriate records, maintenance and equipment registers, and reporting as required.

#### **Facilities Management** (Grounds, WHS, Vehicles & Equipment)

- Maintaining the College's College buildings under supervision of the Maintenance Supervisor.
- Implementing the periodic program maintenance of plant rooms and air conditioners.
- Assisting in the setting up and dismantling for special events including sports carnivals and Confirmation weekend.
- Ensuring all work is carried out to a consistently high standard.
- Participating in WHS audits as required and reporting the findings within each audit to the Property Services Supervisor.
- Reporting any hazards, incidents or injuries to the Property Services Supervisor.
- Effectively undertaking actions as instructed by the Maintenance Supervisor or Property Services Supervisor that address any WHS issues or needs as identified in WHS audits or that have been identified in routine day-to-day observations.
- Ensuring that the immediate Facilities Management workplace is WHS compliant.
- Applying effective WHS practices and acting in a WHS compliant manner.
- Undertaking other tasks as directed by the Maintenance Supervisor.

## COLLEGE DIRECTION & VALUES

### Our Vision

As a Lutheran College that reflects the message of Christ with passion and commitment, staff and students journey with each other in authentic learning through inspired delivery; are challenged to discover and develop their gifts and abilities whilst also discovering God's masterpiece in themselves within a place that is conducive to safe, respectful, encouraging and uplifting living.

### Our College Creed

How we live and learn at Yirara as *'One Family – God's Family'*

We love, respect and serve God, others and ourselves by:

<b>Working together</b>	(Cooperation)
<b>Looking after each other</b>	(Empathy)
<b>Acting safely</b>	(Responsibility)
<b>Making it right (when things go wrong)</b>	(Restoration)

*"Do to others as you would have them do to you."*

### Our Core Values Statement

At Yirara we:

- live the message of God's love and salvation;
- accept and affirm each individual as loved of God;
- create a safe, inclusive and meaningful learning environment;
- empower individuals as lifelong learners; and
- value partnership with families.

## STAFF ENGAGEMENT CHARTER

At Yirara College all staff are asked to participate in the life of the College in a spirit of unity and commitment to the processes and wider vision of the College. Without this commitment a culture of individualism and division will ultimately arise in which the capacity of the College to operate in a unified manner and provide the desired education for its students is compromised.

To ensure that all staff engage in a manner that is consistent with the values and objectives of Yirara College, all staff are required to agree to and abide by the Staff Engagement Charter.

### Staff Engagement Charter

1. I understand the contents of this Charter and the commitment I make by signing it.
2. I agree to
  - a) live the message of God's love and salvation
  - b) subscribe to the Vision and Core Values of the College
  - c) actively promote the College Creed
  - d) work towards successful implementation of the College Strategic Plan
  - e) treat others with dignity, and provide encouragement and support for those around me
  - f) journey with other staff and students in a spirit of unity
  - g) contribute to and engage positively in an environment of authentic learning
  - h) be objective and positive in my contribution to change within the College environment
  - i) uphold and follow the policies and procedures of the College
  - j) respect leadership within the College

## Agreement

**I agree to abide by the Staff Engagement Charter.**

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Staff Member(Print Name)

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(Signature)

Date:

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## PERSON SPECIFICATION

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### 1. Educational / Vocational Qualifications

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- No specific Tertiary education is required for the Maintenance Officer role although a Certificate III qualification in a building related trade or skill (eg welding) would be highly regarded.
  - Current Working with Children Clearance (Ochre Card) and current Criminal History Check.
  - Hold or be willing to gain accreditation as required by Lutheran Education Australia.
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### 2. Personal Skills, Abilities & Aptitude

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#### Skills

- Demonstrated effective skills in:
  - Working within a team.
  - Interpersonal relations, verbal and written communications.
  - Collaborating with and supporting others in their personal development.
  - Planning, time management, and problem solving.

#### Abilities

- Practice effective decision-making.
- Be respectful, firm, fair and consistent with co-workers and students.
- Have a servant-like attitude and empathy in helping others achieve their goals or work towards significant personal growth.
- Work in a team and autonomously (as required), prioritise workloads and meet required deadlines.
- Achieve objectives of meeting specified Key Performance Indicator (KPI) targets.

#### Aptitude

- Be willing to actively support the Christian ethos of the College and work relationally with all staff and students.
  - Have a commitment to advancing the wellbeing and interests of Indigenous youth.
  - Be a lifelong learner, undertake mentoring, follow instructions effectively, and observe punctuality.
  - Demonstrate integrity, enthusiasm, patience, maturity and flexibility in work practices.
  - Have a flexible attitude to work hours and a willingness to be on call as required.
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### 3. Experience

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- Previous experience in building maintenance or a construction trade is a necessity.
  - Preference is for previous experience in working around Indigenous students in an educational environment.
  - First Aid Certificate.
  - Drivers licence (LR and MR essential).
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### 4. Knowledge

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- Working knowledge of all the necessary maintenance trades including construction, electrical, plumbing, mechanical, and other trades associated with Facilities Management.
- Working knowledge of air conditioning and refrigeration is highly regarded.
- Working knowledge of property & equipment repairs and maintenance, security breach and fire procedures, and WHS procedures.

## PERSON SPECIFICATION

### 5. Classification Level & Evaluation Factors

The position of Leading Hand - Grounds carries a Classification Level of Lutheran Schools Services Grade 3. In accordance with the *Lutheran Schools NT Enterprise Agreement 2012*, the Evaluation Factors at this Classification Level are:

#### Supervision & Direction

- Receives general supervision.
- Receives instruction on unusual, non-routine, difficult features or new practices.
- Progress checks confined to the unusual or difficult aspects.
- Assignments reviewed on completion.

#### Use of Knowledge

- Demonstrates some relevant theoretical knowledge.
- Has the technical knowledge or experience to perform a wide variety of duties usually without technical instruction.
- Seeks information and advice as necessary.
- Equivalent to trade qualifications.

#### Use of Skills & Problem Solving

- Apply a range of well developed skills to a variety of predictable problems and occasional unpredictable problems consistent with their knowledge.

#### Control, Authority & Decision-Making

- Some discretion is required within specified guidelines.

#### Judgement

- Interpret available information, using discretion and judgment.

#### Responsibility & Accountability; Responsibility for Others

- Takes responsibility for determining methods and procedures required to achieve specified outcomes.
- Take limited responsibility for the outcome of others.
- May be required to work with individual students or groups of students and to supervise students.
- May support teachers by working closely with individual and small groups of students on pre-prepared and structured programs.
- May be expected to take a leading role with working with General Staff at Grades 1 & 2.

### 6. Performance Standards & Review

An annual Performance Review is undertaken with the Director of Business Operations to determine capacity to meet the demands of the role, where additional skill training is required, and what level of satisfaction is being obtained. The basis of the Performance Review is utilising the Key Performance Indicators (KPIs) identified in Appendix A.

Position Description & Person Specification is Approved

**Roger Ashcroft**

Principal (Print Name)

(Signature)

Date:

Agreed by Employee

(Print Name)

(Signature)

Date:

## PERFORMANCE MANAGEMENT (Appendix A)

In relation to setting goals and managing performance, Key Performance Indicators (KPIs) are put in place within each Key Result Area (KRA) so that effort can be measured and performance rewarded.

<b>College Community &amp; Future KPIs</b>
Actively participates in the spiritual life of the College and sets an example of Christian living.
Actively engages with the College Vision and Strategic Plan.
Supports and promotes the College Creed and Core Values.

<b>Leadership KPIs</b>
Works to a consistently high standard.
Collaborates in an effective and inclusive manner to ensure the provision of a positive work environment for all.
Participates in all meetings and professional development opportunities of the Facilities Management team.

<b>Administration KPIs</b>
Assists in the preparation of the periodic program for maintenance of plant rooms & air conditioners
Completes daily/weekly work tasks within an efficient and effective time management framework.

<b>Facilities Management KPIs</b>
College facilities are safe, clean and well maintained to a consistently high standard.
Implemented the periodic program maintenance of plant rooms and air conditioners and maintained that equipment to an appropriately high standard.
Applying effective WHS practices and acting in a WHS compliant manner.