

## JOB DESCRIPTION & EMPLOYEE SPECIFICATIONS

### Lutheran School Officer (Service) – Maintenance Officer

<b>Mission Statement:</b>	With Christ at our centre we equip our students to become flourishing, knowledgeable and compassionate people who enrich the lives of others with a servant heart.
<b>Culture:</b>	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious suggest.
<b>Position Title:</b>	Maintenance Officer
<b>Position Classification:</b>	Salary and conditions are based on Lutheran School Officer – Service Stream of the Lutheran Schools NT collective Agreement 2021 or its replacement.
<b>Hours of Work (FTE):</b>	The position is full time, 38 hours per week. 7:30am to 3:30pm Monday to Friday or as negotiated with the Property Manager.
<b>Tenure:</b>	Permanent
<b>Commencement:</b>	Immediate start
<b>Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Responsible to the Principal and Business Manager through Property Manager</li> <li>• Takes direction from Property Manager</li> <li>• Professional interaction with all students, staff, parents, volunteers, visitors, contractors and suppliers of Good Shepherd Lutheran College</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• Inherent physical requirements of adequate strength, mobility, vision and hearing to perform duties</li> <li>• A requirement to work flexible hours from time to time</li> </ul>

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## Role Description

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### Position Summary (summary of the position in relation to the College's goals)

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To support the Property Manager in ensuring that the College grounds, buildings, plant and equipment are well maintained, well presented, physically secure and safe, compliant with all appropriate regulations and provide a safe environment for the College community.

As part of the Maintenance team, College branded work wear will be provided in accordance with the College Staff Uniforms Policy.

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## Key Responsibility Areas (KRAs)

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The Maintenance Officer will be responsible for:

### Position Specific:

- Daily prioritising and actioning of the College facilities maintenance tasks
- Ensure that tasks are completed to a satisfactory standard
- Repairing furniture, doors, locks, lights, plant, equipment and other tasks which may arise
- Maintain grounds including but not limited to gardens, lawns, ovals, including mowing, watering, weeding, fertilising, planting, pruning, irrigation repairs & installation
- Clear external drains
- Maintain College equipment and machinery relevant to Property Services
- Ensure that environmental sustainability is practised
- Procure and collect building and maintenance materials required for jobs (Property Manager approval required for all purchases)
- Ensure Maintenance compound and shed are safe work environments
- Pressure clean areas as required
- Check playground equipment
- Cyclical preventative maintenance jobs as scheduled
- Provide input into the regular update to College Maintenance Plan with Property Manager
- Liaise with contractors working in the facility for repairs & maintenance
- Daily follow up on any matters raised
- Provide support on matters relating to property management, security
- Occasional bus driving at discretion of Property Manager
- Follow all Health and Safety policies and procedures. Report observed hazards through the WHS system
- Assist with vehicle servicing/maintenance as required
- Participate in weekly meetings with other Maintenance staff/Property Manager

### Other Duties:

- Actively model behaviours that reflect the College ethos, and contribute to the devotional life of the College
- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required.
- Participate in performance reviews and assessments as required

- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report and concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Perform other duties and responsibilities as assigned by the Property Manager

## Employee Specifications

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### Educational & Vocational Qualifications

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- Working with Children Clearance is required (Ochre card).
- Current police check.
- Current valid NT driver's license - LR classification minimum (desirable)
- Experience in a similar role in a school or other environment.
- Knowledge and experience in WHS practices and procedures.
- Practical experience with power and garden tools.

### Experience & Knowledge

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- Demonstrated ability to work independently and take initiative.
- Ability to assist in preparing, estimating and managing maintenance work.
- Experience in working with computer-based systems and applications.
- Ability to provide sound maintenance advice.
- Ability to problem solve situations and make appropriate decisions.

### Skills & Abilities

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- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things is essential
- Life skills that reflect an active Christian faith (or that demonstrate a willingness to uphold the Christian Ethos of the College)
- Highly developed organisation skills and a proactive approach to problem solving
- Strong oral and written communication skills
- Excellent time management skills
- Ability to work independently and as part of a team
- Ability to show initiative and work unsupervised
- Self-assessing
- Innovative/creative personal style
- Exceptional personal standards of honesty, empathy and professionalism
- Accepts responsibility and is self-motivated
- Strong work ethic to achieve college goals

- Maintain high levels of professional conduct when working with members of both the College community and the wider community
- Demonstrated ability to inspire and enthuse others and to deliver and accept feedback in respect to the effectiveness of one's endeavours, and the achievement of goals