



Position Description

TITLE: PROPERTY, GROUNDS AND MAINTENANCE MANAGER
CROSS CAMPUS

Report to: Business Manager – Cross Campus

Days of Work: Monday – Friday

Hours of Work: 8.00am - 4.00pm

Category: Education Support Category A

The Property, Grounds and Maintenance Manager is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none">• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.• Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.• Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.• Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none">• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.• Demonstrate duty of care to students in relation to their physical and mental wellbeing.• Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.• Provide students with a child-safe environment.• Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety.• Provide an exemplary standard of pastoral care to staff, students and parents/carers.

STATEMENT OF DUTIES

Duties and Responsibilities

- Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program.
- To work at each campus a minimum of 2 days per week unless agreed otherwise with the Principal or Business Manager.
- Support and work collaboratively with the Principal, Business Manager and Deputy Principals Head of Campus.
- Attend weekly meetings with the Business Manager and fortnightly meetings with the Deputy Principals Head of Campus.
- Work collaboratively with internal and external stakeholders.

Property Management

- Ensure that both campuses are well presented and safe in collaboration with the respective Grounds and Maintenance staff and contractors e.g., grounds and cleaning.
- Prioritize and address the day-to-day requests for maintenance tasks and maintenance desk requests from staff.
- Maintain facilities, equipment, and services for the College to a high standard.
- Oversee the completion of Testing and Tagging at both campuses.
- In conjunction with the Business Manager, implement and maintain an electronic platform for logging maintenance requests.
- As required, allocate tasks to Grounds and Maintenance staff recorded within the electronic platform for logging maintenance requests.
- Oversee maintenance of buildings, fixtures, fittings and manage appropriate service requirements in accordance with WHS and fire safety legislation and guidelines.
- Assist the Senior Leadership Team with critical incident situations e.g., fire, flooding, intruders and provide after hours support in the event of an emergency if required etc.
- Ensure satisfactory completion of the Annual Fire Safety Statement.
- Maintain current and accurate records and maps of utility services.
- Ensure appropriate signage across the campus (including for evacuation and fire safety regulations).
- As required, complete inspections of the College buses.
- Organise quarterly services of College buses and any repair works.
- Assist and support the Principal, Business Manager, Deputy Principals, and the Planning Committee's with planning of College functions, events, incursions and other curriculum or pastoral projects as required.
- Attend to after-hours support for all property maintenance matters including organising trades as required.

Management of Grounds and Maintenance Staff

- Lead and manage the Grounds and Maintenance staff at both Campuses.
- Provide advice, guidance and supervision to the Property, Grounds and Maintenance supervisors at each campus.

STATEMENT OF DUTIES

- Oversight of the day-to-day operations of the Grounds and Maintenance team including their morale and professional development.
- Collectively with the Grounds and Maintenance Supervisors assign/allocate Grounds and Maintenance staff to the individual campuses subject to each individual campus needs at the time.
- Oversee the completion of all duties and responsibilities of the Grounds and Maintenance team in accordance with individual position descriptions.
- Assist the Grounds and Maintenance staff as required with the completion on all tasks.
- Attend and chair regular toolbox meetings to discuss daily/weekly task allocation.
- Complete onsite inductions and ensure adequate training is delivered to all new Grounds and Maintenance staff.
- Communicate with staff, reporting on work and recognising team members for their contributions.

Contractor Management

- Oversee property and maintenance service contracts.
- Be the key contact for contractors including external cleaning contractors. Allocate cleaning works to onsite cleaning contractors, as required.
- Manage the grounds and cleaning services, ensure contractors provide the agreed service level and deliverables.
- Organise the sanitary, waste management, garbage, and recycling collection.
- Oversee and adjust as required all scheduled and preventative maintenance programs, including fire safety inspections, servicing of air-conditioning, lifts, and pest control etc.
- Work with the Business Manager to collaboratively review contracts.
- Ensure compliance with the College's Contractor Management Policy and Procedure.
- Ensure contractors engaged by the College have appropriate skills and expertise for the task they have been engaged to complete.

Essential Safety Maintenance

- Ensure the College is compliant with all Essential Safety Maintenance.
- Oversee the Essential Safety Measures Annual Inspections.
- Complete regular review of the MyMaintenance platform in order to ensure all Essential Safety Maintenance tasks are recorded and completed and supporting documentation is filed.

Compliance

- Ensure compliance of all Grounds and Maintenance staff and contractors with work health and safety requirements.
- Assist with the development of documentation required for VRQA accreditation as required.

STATEMENT OF DUTIES

- Attend OH&S meetings at both campuses.
- Develop and maintain a maintenance department Risk Register, Safe Work Methods Statement and the safe storage of the maintenance department hazardous materials and chemicals.
- Maintain a register of all hazardous chemicals used by the Maintenance team with corresponding, up to date safety data sheets.
- Complete regular OH&S inspections at both campuses.
- Work collaboratively with the Business Manager oversee the College's Bus Accreditation requirements and ensure College staff adherence to all requirements including completing annual bus inductions for staff with required qualifications.

Master Planning

- Ensure all works completed are aligned with the College's Masterplans including landscape masterplans.
- In conjunction with the Business Manager, develop a 5 and a 10 Year Maintenance Plan and service schedules for College facilities.
- Be open to researching areas of interest relevant to directions provided in the College Strategic Plan.

Budget / Purchases

- Assist the Principal and Business Manager in the preparation of the property and maintenance section of the annual operating budget for the College.
- Operate within guidelines and annual budgets for operating and capital works.
- In conjunction with the Business Manager, arrange for quotes and tenders according to MACS Ltd Procurement Policy for purchase/repairs etc.
- Ensure compliance with the College's Purchasing Policies and Procedures.

Capital Works

- Assist the Principal and the Business Manager in contractor management of all capital works for refurbishments of existing College buildings as determined appropriate.
- Assist the Principal and the Business Manager with the development of any new buildings as determined appropriate.
- Attend building site meetings with a view to managing the site and working with appointed contractors during building works at the College.
- Liaise with Project Managers and Consultants as determined appropriate.

Security

- Responsible for safety and security during College hours and after hours including the liaison with the security company, and following an incident, Police, and insurance companies.
- Assume overall responsibility and enforce the security of the campus.

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> • Act as a key contact for the security company and respond to after-hours callouts as required. • Work collegially with ICT regarding the electronic lock system and CCTV. • Allocate key passes as required and maintain the register of visitor passes. • Commit to ongoing professional development in your area of work including Occupational Health & Safety (OH&S). • Continue development of ICT skills as technologies evolve. • Display positive conduct appropriate to working in a Catholic school. • Convey to the public a positive image of the College. • Be helpful and welcoming to visitors and members of the community. • Abide by all Policies and Procedures of the College (accessed via SIMON and or the Staff Handbook). • Abide by the non-smoking policy of the College. • Be an experienced, innovative, and engaging team member. • Work with excellence, professionalism, and commitment. • Be committed to professional growth and development of excellence. • Contribute to building positive professional relationships within the College community. • Other duties as requested by the Principal and/or Business Manager.

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church. • Ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated ability to work as part of a team – highly relational. • Demonstrated ability to contribute to the efficient operation of the team. • Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task and work efficiently.

	<ul style="list-style-type: none"> • Demonstrated understanding of professionalism, courtesy, and cooperation. • Proven highly effective time management skills. • Proven capacity to work independently. • Demonstrated ability to accurately maintain records and documentation associated with your work. • Demonstrated ability and willingness to accept policy directives. • Demonstrated experience in the use of ICT. • Demonstrated capacity to contribute to the strategic thinking, planning, delivery of the School Improvement Plan. • Self-motivation and confident with an ability to build capacity in others. <p>Essential</p> <ul style="list-style-type: none"> • First Aid Certificate (training provided). • Working with Children Clearance. • CPR qualifications (training provided). • National Police Check. <p>Desirable</p> <ul style="list-style-type: none"> • Working at Heights certificate • Elevating Work Platform (EWP) under 11m • Trade Certificate/Qualification • Light rigid licence and drivers accreditation
Education/Experience	<ul style="list-style-type: none"> • Relevant qualifications for tasks (i.e. Working at heights certificate, scissor lift licence, testing and tagging).