

## Job Description

<b>Title:</b>	Maintenance Person
<b>Reports to:</b>	Theatre Manager
<b>Working Relationships</b>	Internal: <ul style="list-style-type: none"> <li>• Director of Finance and Resources</li> <li>• Grounds Department</li> </ul> External <ul style="list-style-type: none"> <li>• Tradesmen/Contractors</li> </ul>
<b>Current FTE:</b>	0.6
<b>Work days/hours:</b>	3 days/week, 7.5 hours a day Hours of work to be mutually determined (between 7:00am and 4:00pm)
<b>Job Summary</b>	
<p>The Maintenance person is responsible for the operational maintenance of school facilities – buildings, amenities, property, etc – by delivering high quality general maintenance services to provide an environment that enables and enhances student learning outcomes.</p> <p>The incumbent will work collaboratively with other staff, contractors and members of the school community. Operationally, and on a day to day basis, the Maintenance Assistant will be accountable to the Theatre Manager, and will be required to take direction from the Director of Finance &amp; Resources.</p>	
<b>Qualifications / Work Experience</b>	
<ul style="list-style-type: none"> <li>• Maintenance and/or trade experience/qualifications</li> <li>• Desirable: experience in a similar role within a school property will be highly regarded</li> <li>• Desirable: experience with audio visual equipment</li> <li>• Knowledge and commitment to Work Health &amp; Safety regulations/procedures</li> <li>• A current Working with Children Check</li> <li>• A current and valid manual driver's license</li> <li>• Provide First Aid certificate or willingness to obtain</li> </ul>	
<b>Personal Specifications / Essential Skills</b>	
<ul style="list-style-type: none"> <li>• Willingness to uphold and live the Mission, Vision and Values of Mandurah Baptist College</li> <li>• Physical fitness for the requirements of the position</li> <li>• Computer skills and experience working with maintenance management system</li> <li>• Time and work management skills that ensures that the workload is managed and deadlines are met according to agreed priorities</li> <li>• Excellent communication skills indicating the ability to communicate effectively with Theatre Manager and a wide range of individuals including teachers, students, external agencies/trades.</li> <li>• Demonstrated effective organisational skills and ability to show initiative in a College environment.</li> <li>• Proven ability to work as part of a team and contribute towards achieving the goals and objectives of the College.</li> </ul>	
<b>Key Result Areas</b>	
<ul style="list-style-type: none"> <li>• General Maintenance</li> <li>• Work Health and Safety Compliance</li> </ul>	

**Key Tasks & Responsibilities:**

The role works under the direction of the Theatre Manager. The list below is an outline for the duties to be carried out for a suitable Maintenance Assistant. This role requires the below to be addressed but is not limited to this. There may times where other duties are asked for this role which may require overtime to be carried out.

**1. General Maintenance:**

- Assist in the general maintenance of school buildings and equipment by carrying out required repairs and completing scheduled maintenance of fixtures, fittings, equipment and other assets where the work is not required to be completed by a qualified tradesperson
- Assisting with general maintenance task allocated via MyMaintenance and provide reporting on these jobs and completion status
- Liaising with tradesmen for booked repairs and servicing
- Complete labouring activities, operate and/or maintain some machinery as required
- Assisting in monitoring safety standards in and around work areas and inform the direct report of any items requiring attention
- Provide advice and support to management: proactive identification of hazards and impending maintenance tasks, and identification of costs savings and efficiency outcomes with regard to ongoing maintenance
- Assist Theatre Manager with identifying and completing any preventative maintenance tasks around the College
- Any administrative paperwork required to fulfil the above duties
- Assist with setting up areas for functions and school activities when required

2. Ensuring the highest possible standards of health and safety are put into practice. Follow reasonable directions in relation to Work Health and Safety

3. Ensure compliance with MBC values, policies and standards

4. Any other duties as directed.

**Created on** 7 November 2022

**Last Updated**