



MAINTENANCE OFFICER

PRIMARY OBJECTIVE OF THE ROLE

The Maintenance Officer plays an integral part in ensuring the St Paul's Primary School facilities, grounds and resources are presented in ways that complement and enhance the School's current educational philosophy. Further, the Maintenance Officer is responsible for the careful implementation of the School's cyclical maintenance plan ensuring future generations of young people at St Paul's Primary School have access to up-to-date resources and opportunities.

MAJOR AREAS OF RESPONSIBILITY

The Maintenance Officer will:

1. manage and participate in day-to-day maintenance services and development of the St Paul's Primary School's facilities, grounds and resources.
2. engage and manage tradespeople/contractors in the delivery of maintenance services across St Paul's Primary School's.
3. be proactive in the oversight and implementation of St Paul's Primary School's cyclical maintenance plan.

POSITION DESCRIPTION

The responsibilities for this position will be:

- Perform various landscape and seasonal garden duties including gardening, mowing, blowing leaves, planting and weeding.
- Coordinate the maintenance of school buildings and equipment, including gutter and roof cleaning, repairing and maintaining school building fixtures and fittings.
- Support minor project development on grounds and in buildings.
- Liaise and negotiate with service providers/contractors in respect to the cost and quality of services.
- Supervise service providers when performing repairs and maintenance.
- Oversee work to ensure services delivered meet agreed standards.
- Obtain quotes for repairs and maintenance from contractors as well as new equipment.
- Ensure that contractors have the appropriate and current licences/cards including WWCC, have current insurance, including Public Liability and Workcover, and can supply relevant JSAs related to the tasks to be undertaken as per the SAM4SCHOOLS platform.
- Ensure all aspects of maintenance services are carried out in a safe, efficient, effective and timely manner with reference to relevant JSAs, located on the SAM4SCHOOLS platform, and without adversely affecting the teaching and learning process.
- Work as part of a team maintaining Occupational Health and Safety compliance including regular inspections and working with contractors.
- Report Occupational Health and Safety Issues to leadership and the Health and Safety Representative.

- Work with the school Principal and the Occupational Health and Safety Representative to meet grounds and maintenance schedules and plans.
- Complete all inspections and paperwork to maintain compliance for the Essential Safety Measures (ESM) Register at St Paul's Primary School.
- Organise any works required to be undertaken to address concerns raised from safety measure checks, such as contained in the quarterly report from Essential Property Services.
- Check and audit completion of tasks and services against the maintenance register appropriately documenting processes.
- Assist in the completion of the cyclical maintenance plan.
- Carry out periodic inspections of facilities to note maintenance work to be undertaken.
- Check the school perimeters and playground equipment on a regular basis to ensure the grounds are safe.
- Assist in the adoption and maintaining of an online maintenance register.
- Maintain accurate records and register of equipment and chemicals (including paint stocks).
- Move furniture and equipment.
- Minor cleaning of the school grounds and rooms, when necessary.
- Liaise with the contract cleaner.
- Be the daily liaison person with the contract cleaning supervisor particularly in the planning of cleaning services to cover special events at the School.
- Empty playground bins and put out council recycling bins fortnightly.
- Ensure storage and usage of equipment and chemicals complies with OHS legislation and the relevant MSDS.
- Operate tools, machinery and equipment in a safe way following all instructions from manufacturers.
- Ensure chemicals including paints are stored safely and keep storage facilities clean and tidy.
- Assist with construction of sets for the St Paul's School Production.
- Assist with school events as required, for example, Mother's Day and Father's Day Breakfasts, the Art Show, School Production and cooking for special lunches such as a sausage sizzle.
- Work independently with confidence and initiative, including prioritising workloads.
- Operate in a professional, courteous, efficient manner always respecting confidentiality for all school staff, contractors and students.
- Maintain a Current Working with Children's Check and provide a Police Record Check on commencement.
- Attend relevant school based professional development including school conferences and emergency management and first aid training
- Attend school functions in accordance with practices and customs of St. Paul's School
- Comply with legislated occupational health and safety practices and participate in consultative processes.
- Observe safe work practices in accordance with training and instructions given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety).
- Oversee, promote and implement occupational health and safety and risk mitigation processes across maintenance services staff and with outside tradespeople.
- Undertake and maintain OHS training.
- Undertake other related duties as requested by the Principal.