



Mary MacKillop Catholic Regional College

Grounds and Maintenance Manager

Hours of Work: FTE 1.0, 38 hrs per week, Monday- Friday 7:30am to 3:36pm, (with 30 minutes for lunch break)

Leave: Cat A: four weeks annual leave, not all to be taken in the December/January Holidays.

Level: Level 3, subdivision will be determined upon successful applicant's previous experience.

Mary MacKillop Catholic Regional College is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We acknowledge diversity of potential and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Child Safety

Mary MacKillop Catholic Regional College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

Primary Objective of the Role

- Responsible for the maintenance of facilities and grounds of the College.
- Ensure the College is a safe and well-maintained environment for all staff and students.

Responsibilities	<p>The Grounds/Maintenance Manager has the following areas of responsibilities:</p> <ol style="list-style-type: none"> 1. Grounds and Maintenance 2. Supervisor duties and responsibilities 3. Occupational health and safety 4. Other duties <p><u>Statement of Duties</u></p> <p>1 Maintenance and Grounds</p> <p>1.1 Actively participate and coordinate the maintenance team staff in day-to-day maintenance tasks related to facilities, grounds and resources including;</p> <ul style="list-style-type: none"> • Maintenance requests • repairs and painting • gardening and irrigation • cleaning and presentation • setting up for events and activities <p>1.2 Develop and administer a cyclical maintenance program and carry our maintenance checks</p> <p>1.3 Ensure high standard of appearance, presentation, and performance of the College's environment, including buildings, grounds, and landscaping</p>
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- 1.4 In conjunction with the Business Manager, develop annual operational plans (Annual Improvement Plans) for the maintenance area that align with the College's Strategic Plan
- 1.5 Develop and maintain the Essential Services Safety Report e.g., inspections, records and up to date register
- 1.6 Prepare, manage, and monitor annual budget relating to maintenance, property, and grounds
- 1.7 Oversee the purchase of necessary items for the efficient carrying out of maintenance works
- 1.8 Ensure all school vehicles and equipment are serviced, cleaned, and maintained in accordance with all requirements
- 1.9 Work collaboratively with the Business Manager to ensure College improvements and other works align with the College Master Plan
- 1.10 Schedule works in line with term breaks, seasonal and school term requirements
- 1.11 Maintain all maintenance equipment and a safe and orderly maintenance workspace
- 1.12 Other duties requested by the Property Manager or Business Manager

2 Supervisor Duties and Responsibilities

- 2.1 Supervise maintenance team staff employed by the College (including casual employees in the maintenance area)
- 2.2 Conduct regular meetings with the Maintenance Team to involve them in planning processes
- 2.3 Develop and utilise electronic systems for prioritising and scheduling of maintenance work
- 2.4 Ensure any logged or requested maintenance jobs are completed promptly and to a high standard
- 2.5 Liaise with Property Manager and Compliance Manager to facilitate and support College events and activities, including setups and logistics
- 2.6 Ensure compliance with all legislative and College policy requirements

3 Occupational Health and Safety

- 3.1 Keep abreast of OHS requirements and oversee training as required
- 3.2 Maintain accurate records and register of equipment and chemicals
- 3.3 Ensure storage and usage of equipment and chemicals complies with OH&S legislation and the relevant MSDS
- 3.4 Ensure that WorkSafe practices are followed, and appropriate training of relevant staff takes place
- 3.5 Attend the Occupational Health and Safety Committee meetings and communicate matters to all staff when required
- 3.6 Oversee the testing and tagging of all College electrical items in accordance with regulatory requirements
- 3.7 Oversee the development and maintenance of safe operating procedures for equipment, vehicles, and buildings
- 3.8 Develop and maintain SWIMS and SOP's

	<p>4. Other Duties</p> <p>4.1 Meet fortnightly with the Property Manager/Business Manager, to provide an update on and discuss current and upcoming works</p> <p>4.2 Liaise with all key stakeholders involved in minor/major capital works</p> <p>4.3 Provide input to Architect or Project consultants as required on matters impacting College projects and works</p>
Competencies required	<ul style="list-style-type: none"> • High level of interpersonal skills and ability to work within a team • Capacity and flexibility to work with a range of parents/carers/guardians, teachers and students and the community • Strong organisational and time management skills • Knowledge of legislation and procedures in the areas of Child Protection and Mandatory Reporting • Attend and supports College activities, from time to time these may occur outside normal working hours
Reports Directly to:	Property Manager and Business Manager
Last reviewed	May 2023
Qualifications, Skills and Experience	<ul style="list-style-type: none"> • Commitment to the ethos of a Catholic school; • Building, Landscape Gardening or Turf Management Qualification essential; • Strong organisational skills with an ability to prioritise and prepare timely and accurate output; • Ability to maintain maintenance and property records and data; • Experience in proactive management of buildings and grounds and other College assets; • Well-developed interpersonal and verbal communication skills; • Flexibility, initiative, and willingness to work as part of and lead a small team; • Computer skills in MS Office Suite; and • Previous work experience in an education setting (desirable).