



## POSITION DESCRIPTION

**POSITION:** Facilities Officer

**STATUS:** Full-time, Term-time

**REPORTS TO:** Business Manager via the Maintenance Supervisor **DATE:** November 2020

**CLASSIFICATION:** School Officer Level 3

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### **Purpose of the Position:**

Under limited supervision of the Business Manager provide administration support to the Maintenance Team, contribute to the overall presentation of College facilities and a safe working and living environment at St. Ursula's College.

### **Key Characteristics:**

**These include the ability to:**

- to adjust communication styles when contacting students, parents and employers.
- communicate effectively with staff, students, parents and visitors in a way that upholds the dignity of the individual and contributes to the Mission of the College.
- demonstrate a helpful, pleasant and empathetic manner even in difficult situations
- demonstrate tolerance, a capacity for tact and discretion and an ability to maintain confidentiality.
- demonstrate a high standard of written English expression, punctuation, spelling and proof-reading skills.
- demonstrate a desire for accuracy and an attention to detail
- demonstrate a capacity for self-organisation and direction and an ability to respond and adapt while operating in an environment which is often demanding and busy.
- use Microsoft Office 365 suite of products with substantial skill and to learn and operate the designated administration system and other software as required
- apply knowledge with depth in some areas across a broad range of skills.
- demonstrate discretion and judgement in organising work, choosing equipment and achieving outcomes within time constraints.
- handle a range of roles and tasks in a variety of contexts.
- work within routines, methods and procedures.
- work safely in an office environment and meet the requirements of *Student Protection* Legislation.

### **Supervision:**

Work will be carried out under limited supervision and may be checked in relation to overall progress by the Business Manager.

### **Supervision of Others:**

Peer assistance may be provided to others

Team co-ordination may be required

### **Qualifications:**

Tertiary qualification at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

### **Certificates, Licenses, Registrations:**

First aid certificate

Bus License (LR)

Test and Tag Certification

Work Health & Safety Certification (desirable, or have the willingness to obtain Certificate IV in Work Health and Safety qualification in a timely manner)

Fire Safety Advisor Certification

### **Essential Duties and Responsibilities:**

Develop, maintain and utilize effective working knowledge of College facilities and operations, including (but not limited to) security, fire systems, transport arrangements, electrical/water/gas services and College policies and procedures to successfully fulfill the requirements of this position.

### **Typical Duties:**

Typical duties performed may include, but are not limited to:

#### **Workplace Safety**

- Actively participate as a member of the College Workplace Health & Safety Committee, make recommendations and assist with resolution of risk/safety concerns.
- Undertake electrical tag and testing of College items;
- Perform the duties of the Fire Safety Adviser;
- Organise and facilitate practise Fire Drills for Day School and Boarding House
- Report incidents and potential risk issues requiring attention of the Maintenance Team or the College Leadership Team.

#### **Administration**

- practising confidentiality in relation to all aspects of the role.
- carrying out a wide range of administration duties at an advanced level, including word processing and maintaining manual and computerised records.
- responding to enquiries from staff and the general public addressing issues in accordance with routines, methods and procedures.
- using software application packages for personal computers create spreadsheets/work sheets and documents
- drafting and typing routine correspondence from brief oral or written instructions.
- entering data into computerised systems, including My-maintenance
- facilitate the effective utilisation of computerised systems such as My-maintenance
- prepare adhoc reports for review by management;
- develop relevant operating procedures and maintain currency of existing operating procedures
- maintaining established filing/records systems in accordance with routines, methods and procedures which would include undertaking document retention (archiving) and electronic filing
- Seek, collect and provide initial assessments of quotes as requested by the Business Manager
- Refer quotes and recommendations to the Business Manager
- Initiate purchases as requested by the Business Manager
- Maintain accurate Emergency Evacuation plans, College Maps and safety procedures throughout the College;
- within routines, methods and procedures actively contribute to the effective and efficient operation of the Maintenance Team
- operating a variety of office equipment within routine procedures
- cooperating with the implementation of new procedures in accordance with considered decisions of the Business Manager and College Leadership Team.

#### **Functions**

- provide expert advice, within capabilities, at the request of the College Leadership Team, on matters relevant to College property and functions;
- facilitate and organize physical requirements for authorized College functions, including set-up and pack-up, as requested;
- facilitate and organize physical requirements for authorized functions by external groups hiring College facilities, as requested.

### **Vehicles**

- Ensure all College vehicles are maintained in a clean, safe and presentable condition.
- Program and ensure the servicing and regulatory inspections are undertaken for all College vehicles.
- Check and follow up completion of vehicle logbooks and facilitate delivery of completed logs to Finance staff.
- Attend to regular minor maintenance of College vehicles, including checking and ensuring effective supply of water, oil, fuel and tyre pressure.
- Report all vehicle damage and repair requirements to the Business Manager.
- Train staff interested in driving College vehicles that require an LR license and assess their readiness for their practical license test.
- Undertake bus driver duties as required

### **Facilities**

- maintain the College Key Register and issue keys and building security codes to College Employees as approved by the Business Manager
- in consultation with the Business Manager, facilitate effective and efficient waste management, security document management, fire safety and security processes through-out the College
- in conjunction with the Student Environmental Committee & key staff, facilitate effective recycling practices

### **Contractor Management**

- maintain a positive and effective relationship with Contractors
- maintain register of Contractor compliance, ensuring relevant insurances and certifications are held by Contractors/Tradespersons who perform work at the College
- monitoring Contractor/Visitor access, maintaining records, and issuing passes when required, conducting site inductions and providing facility information as appropriate;
- liaise with contractors for regular maintenance activities or in the absence of the Business Manager

### **Other duties may be assigned by the Business Manager or Principal**

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; and risk of electrical shock. The noise level in the work environment is usually moderate.

#### **General Terms of Appointment**

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current positive notice blue card for child related employment.

- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.