

ROLE DESCRIPTION	
ROLE TITLE	Facilities Officer
DEPARTMENT	Facilities & Maintenance
INDUSTRIAL AGREEMENT	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2014</i>
CLASSIFICATION	School Employees
ACCOUNTABLE TO	Director of Finance and Operations
DIRECTION FROM	Facilities Manager
SALARY	Salary Schedule, School Employees

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Facilities Officer will work as part of the Facilities and Maintenance Team. The primary role of the Facilities Officer will involve high quality maintenance of the College's grounds and facilities.

ROLE RESPONSIBILITIES

Maintenance:

- General maintenance duties include, but are not limited to:
 - assist with the moving of deliveries between campuses.
 - assist with furniture removals.
 - assist in the maintenance of the College Pool as required.
 - assist with the set up and pack down for College functions and events.
 - Vehicle maintenance, fuel and cleaning.
 - Mail deliveries – inter campus.
 - General maintenance and repairs.
 - Lock and unlock buildings as required.
 - Check all buildings and general area each morning for damage and graffiti.
 - Remove graffiti, general painting.
 - Locker repairs
 - Replaces light globes and tubes.
 - Desired trade skill.
 - Assist with classroom and function setup.
 - Ablution materials replacement.

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- Assist with general cleaning and preparation of special events as required.
- Delivery of canteen orders across campuses.
- Waste removal.
- Support facilities Manager as required.

Workplace Health & Safety:

- Be fully knowledgeable of the Workplace Health and Safety regulations and guidelines in the area of responsibility and ensure compliance at all times including, but not limited to:
 - the use of fertilisers, weed killers and other hazardous chemicals.
 - the use of plant and machinery
- Actively engage in safe work practices ensuring the use and maintenance of Personal Protective Equipment (PPE) as necessary.
- Be conscious and considerate of staff, student and event movements during school hours regarding noise, machinery hazards, pesticide application, allergy risks, overhead work and vehicle use.
- Immediately report any accidents or incidents to the Facilities manager.

Other Duties:

- Any other duties as required.

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

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ROLE CRITERIA**Essential Criteria:**

- General maintenance ability in carpentry, welding, painting and using spray equipment and pool equipment
- White Card WA
- Demonstrated ability to work autonomously and as part of a team
- Able to problem solve and use initiative
- Able to maintain strict confidentiality
- Working with Children Check.
- DOE Nationally Coordinated Criminal History Check.

Desirable:

- LR, MR or HR License with F Endorsement (Bus driving)

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