



## Maintenance Assistant Position Information Description (PID)

General Information:			
<b>Job Title:</b>	Maintenance Assistant	<b>Incumbent's Name:</b>	
<b>Manager's Title:</b>	Facilities Manager	<b>Manager's Name:</b>	Glenn Cooper
<b>Approved by (title):</b>	Business Manager	<b>Approved by (name):</b>	Dominic LoBasso
<b>Classification:</b>	ESO Grade 1 Services Stream	<b>Allowance:</b>	N/A
<b>Updated:</b>	September 2022	<b>Prepared by:</b>	People and Culture Department

St Michael's College
<p>St Michael's College is a Catholic co-educational college in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.</p> <p><b>Community</b> We are an inclusive and respectful community where each individual is known, valued and cared for, enabling them to feel confident to explore their curiosities, flourish and fully realise their potential.</p> <p><b>Challenge</b> Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.</p> <p><b>Choice</b> Through a quality Lasallian education, inspired by the Gospel and a concern for social justice, students are empowered to better choose who they become as people, learners and leaders in the world</p>

Organisational Context:	
<b>Department:</b>	Maintenance
<b>Location:</b>	Henley Beach Campus (Occasional work may be required at Beverley)
<b>Tenure:</b>	Permanent - Full Time
<b>Hours:</b>	37.5 hours per week - 48 weeks per year Monday to Friday 8:00 am to 4:15 pm
<b>Breaks:</b>	15 minute paid morning tea break. 45 minute unpaid lunch break
<b>Additional Information:</b>	Flexibility of working hours and days will be required during peak work load periods



### Job Purpose:

The Maintenance Assistant role is to maintain the College grounds, with a particular emphasis on effectively controlling litter and ensure the grounds are maintained to the highest standards. This position also provides support to the Maintenance Team under direction from the Manager and will be required to do other duties as directed.

### Organisational Relationships:

Facilities Manager

Maintenance Assistant

### Job Required Capabilities

#### Requirements:

#### EDUCATION/ QUALIFICATIONS/ TICKETS/LICENCES:

##### Essential:

- Experience and skills which are relevant to the role.
- Current and valid Australian driver's licence
- Relevant WHS training

##### Desirable:

- Certificate in WHS

#### SCHEDULING SKILLS

- What skills does the incumbent require in this job to plan, prioritise, monitor and assign tasks?

##### Essential:

- Excellent organisational and time management skills.
- Ability to foresee potential problems and develop contingency plans.
- Multi-tasking and flexibility.
- Ability to shift priorities in order to respond to changing requirements.

#### PEOPLE SKILLS AND PERSONAL PRESENTATION – INDIVIDUAL:

##### Essential:

- Effective communication skills and the ability to relate to both students and staff.
- Ability to relate to both staff and students
- Excellent organisational skills
- Courteous and respectful attitude

#### EXPERIENCE:

##### Essential:

- 2 years of working in a gardening/maintenance role

##### Desirable:

- Experienced in working in an educational environment

#### BEHAVIOUR:

- Ability to work in a team.
- Conscientious, reliable and values driven.
- Customer-focused attitude.
- Approachable.



#### **CODE OF CONDUCT AND REPUTATION:**

- Adherence at all times to Catholic Education Code of Conduct. The code applies standards for appropriate ethical and professional behaviour.
- Enhance St Michael's relationship with external stakeholders through positive interactions and communication.
- Maintain professional and courteous relationships with internal and external providers and clients.
- Demonstrate the values of St Michael's College through personal behaviour.

#### **WORK, HEALTH AND SAFETY (WHS):**

- Demonstrate safe behaviour at all times.
- Comply with the College's standards and procedures in WHS.
- Demonstrate effective performance in achieving agreed WHS goals in support of the department, College standards.
- Reporting of all WHS incidents.

#### **DUTIES:**

Student contact days and as directed by the Facilities Manager:

- Undertake maintenance duties.
- Assist with set up for College events, ie Assemblies, Tours etc.
- Undertake effective, timely control of litter at all times.
- Conduct clean up rounds: after recess break, lunch break and final dismissal each day.
- General clean up of grounds, eg removal of leaves from paved areas and drains.
- Assist with garden and grounds maintenance.

Without limiting the generality of responsibility for litter control, the following areas are listed for guidance:

- All hard surface courtyards
- Garden beds
- Car parks – staff and student
- Lawn areas around buildings
- Oval areas adjacent to buildings
- Bike rack areas
- Tennis/basketball courts
- Verandas, balconies and stairwells
- Chapel surrounds
- Maintain and empty mobile rubbish bins
- Wash down areas stained by food/drink on a daily basis as required
- Clean wet areas in Staff Centre before recess and lunch



**Non-student contact days:**

- Wash out mobile rubbish bins each term break
- Undertake basic maintenance duties as requested by Maintenance Manager
- Wash down areas including stairwells stained by food/drink/grime

**OTHER DUTIES:**

Other duties as required in accordance with skills and training as directed by the Facilities Manager

- Assistance may be required to help the Grounds and Maintenance Officer to maintain ovals and gardens
- Basic maintenance under the required supervision
- Will be required to relieve in the after hours maintenance position for purposes of leave replacement

**Significant Working Relationships:**

<b>INTERNAL:</b>	<ul style="list-style-type: none"> <li>▪ Facilities Manager</li> <li>▪ Business Manager</li> <li>▪ Maintenance Coordinator</li> <li>▪ Maintenance Team Members</li> <li>▪ Staff</li> <li>▪ Students</li> </ul>
<b>EXTERNAL:</b>	<ul style="list-style-type: none"> <li>▪ College families and visitors</li> </ul>

**Additional Information (optional):**

- After hours work may be required at times to assist with events.

**Authority Levels:**

(For financial scope please refer to the Delegation of Authorities Manual. If not applicable – mark N/A)

<b>Numbers of reporting employees:</b>	0
<b>Operating Expenditure (\$'000)</b>	N/A
<b>Capital Expenditure (\$'000):</b>	N/A
<b>Asset Responsibility: (\$'000)</b>	N/A
<b>Cost Centre:</b> (i.e. which cost centre(s) is this job responsible for managing?)	TBA
<b>Non-Financial Key Decision Making in this role:</b> (i.e. what decisions can this role make without deferring to authority from the manager?)	N/A

**SIGNED** \_\_\_\_\_  
(Principal or Delegate)

Date \_\_\_\_\_

**SIGNED** \_\_\_\_\_  
(Employee)

Date \_\_\_\_\_