



# Churchie.

## POSITION DESCRIPTION AND SELECTION CRITERIA

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|----------------------------|------------------------------|
| <b>Position Title:</b>     | Maintenance Manager          |
| <b>Department</b>          | Property and Works           |
| <b>Supervisor:</b>         | Manager – Property and Works |
| <b>Type of Employment:</b> | Full-time , permanent        |
| <b>Last updated:</b>       | June 2018                    |

### BACKGROUND

#### Organisational Environment

The Anglican Church Grammar School (Churchie) is an independent school for day boys and boarders with 1800 students from Reception to Year 12.

Since its inception in 1912 the School has pursued a philosophy of preparing students to be well-balanced men, contributing positively to the community. This pursuit is characterised by our emphasis on the four tenets of our education programme: scholastic attainment, spiritual awareness, personal growth and community service. The School's academic programme has implemented the National Curriculum and is tailored to assist each student reach his potential. Our aim is to offer world-class educational programmes that facilitate lifelong learning, by optimising opportunities for leadership, creative excellence, and participation for every student. This combination of academic emphasis and an expectation of high standards of personal discipline will provide the best platform for success for all our students. As a member of the Great Public Schools (GPS) Association, Churchie participates in a range of academic, sporting and cultural competitions against other long-standing Brisbane schools. Churchie is an IB World School, authorised to teach the Primary Years Programme (PYP) and the Diploma Programme (DP).

As a community we strongly desire to work with the students, the parents and the School itself. We deem this community collaboration an integral part of our School operations and contributions. Creativity and innovation, are effective through this relationship and by constant review we are able to provide high quality education for the young men of Churchie.

#### Information for Prospective Staff

Information can be found at [www.churchie.com.au](http://www.churchie.com.au)

## DUTY STATEMENT

### Primary Purpose of Position

To support the strategic objectives of the School particularly as they relate to the management of the School's property and building maintenance in line with the School's master plan.

To ensure the effective and efficient discharge of all accountabilities involving trade persons/labour to carry out work.

To apply project management methodologies and principles for the maintenance and preventative maintenance of the School's buildings and property, and coordinate the associated work activities.

*Please note the School reserves the right to alter this position description based on operational needs.*

### Key Accountabilities

Duties and responsibilities include, but are not limited to:

#### Building Maintenance

- Respond to work requests for trade related maintenance and organise appropriate trade persons/labour to carry out the work;
- Ensure that all work are carried out to required standard of quality and presentation and ensure on time and on budget;
- Planning, documenting, management and delivery of preventative maintenance programmes and essential scheduled maintenance (e.g. air-conditioning, security, painting, etc.) in an efficient and cost-effective manner including oversight of any relevant external contractors;
- Undertake the planning, management, logistics and implementation of minor works projects and improvements;
- Assist with the planning, management, logistics and implementation of major works programmes;
- Assist with the preparation of annual budgets for property and maintenance requirements;
- Develop systems and document strategies and action plans for the long term maintenance of building and other assets;
- Ensure regular inspections of school assets including buildings, plant and equipment and school residences;
- Carry out minor trade duties as required.

#### Project Management

- To manage maintenance activities as "projects" using project management principals and project documentation;
- To liaise and coordinate with project participants throughout the School (e.g. ICT, school faculties and departments) to ensure on-time and on-budget completion of projects;
- To provide world-class service and care to client project stakeholders in terms of requirements analysis, communication, delivery and post-delivery support.

### **Work, Health and Safety**

- Inspect work progress, equipment, or construction sites to verify safety or to ensure that specifications are being met;
- Take reasonable care to ensure personal safety and health at work and that of other persons in the work place;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

### **Other Information**

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Applicants are expected to be committed to the principles of Christian education and will comply with the School's values and code of conduct;
- Smoking is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles;
- Staff must familiarise themselves with Churchie policy documents that are available on the School's intranet and take the responsibility to maintain currency with these;
- Applicants must possess and retain (or be eligible to obtain) a Blue Card issued in the state of Queensland.

### **Student Protection:**

All employees of Churchie are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection Officer immediately. All staff at Churchie are required to hold (or apply for) and maintain a current Working with Children Check – Blue Card QLD or be registered with and maintain registration with the Queensland College of Teachers.

## **QUALIFICATIONS AND SELECTION CRITERIA**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, experience, skill, and/or ability required.

### **Knowledge:**

- Demonstrated knowledge of materials, methods, and tools involved in the construction or repair of buildings;
- Demonstrated knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production material and coordination of people and resources;
- Appropriate experience and qualifications to plan and supervise the planned maintenance programmes in a diverse and dynamic organisation;

**Experience:**

- Demonstrated experience in the project management of small to medium sized projects;
- Knowledge of cost control and budget management;
- Experience with coordination of outside contractors/service providers to perform activities, repairs, and preventative maintenance on buildings, grounds and appearance of the School.

**Skills:**

- Demonstrated ability to inspect or review projects to monitor compliance with building safety codes and other regulations (including environmental regulations);
- Strong administrative, organisational and time management skills;
- Ability to write reports and other types of business correspondence;
- Sound computer skills including Microsoft Office (Word, Excel, Outlook, PowerPoint etc). Competency with Microsoft Project would be highly regarded;
- The ability to effectively integrate technology into day to day functions of the role;
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to oversee and direct maintenance personnel, equipment installation, facilities repair and preventative maintenance;
- Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagrammatical form. Able to problem solve in sometimes complex situations.

**Physical Demand:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;
- Willingness to respond to property matters outside normal hours.