



Mildura Senior College (MSC)

ES Position Description

Workshop Maintenance Officer

Job Details

Occupant:	Vacant		
Location:	Deakin Trade Training Centre (DTTC)		
Classification:	Educational Support Level 1 – Range 2		
ROL Reference:	1110845	Position Type:	Fixed Term
Commence:	29/01/2018	Finish	28/01/2019
Responsible to:	This position has line management responsibilities to the Principal but on a day to day basis is accountable to the Business Manager.		
Time Fraction:	1.0 EFT (38 hours)		
Hours of Work:	As specified in the Victorian Government Schools Agreement 2017, Attendance (5) (a) (i) An education support class employees will be in attendance for a minimum of 7.6 hours daily between 8am and 6pm from Monday to Friday.		

Additional Attendance Requirements

As listed in the Victorian Government Schools Agreement 2017, 5(a)(ii) an education support class employee can be required to attend for duty and/or professional development up to a maximum of 6 days of the additional leave specified in clause 26(1)(b). Attendance can only be required during one or two school vacation periods in a year at the commencement or conclusion of a school vacation period and the employee must be provided with reasonable notice, being not later than four weeks into the preceding term.

Responsibilities and Dimensions of Work

The classification of this position is subject to the value of the roles and responsibility as specified in Schedule 3 of the Victorian Government Schools Agreement 2017.

Performs and/or supervises tasks that are carried out in accordance with guidelines, accepted practice and school policy. This may include the supervision and coordination of other education support class staff within the work area or educational program. Supervision and coordination would be limited to ensuring routine tasks are performed to required standards. Input into identifying training needs and development of education support class staff within the work area or educational program becomes an important feature at range 2.

Specialised support to achieve specific outcomes is a feature of range 2. Typically this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the operation of a work area (e.g. managing the day to day operation of a school office) under the direction of the principal or another senior manager.

Provides support to teachers and students that is beyond the routine support provided at education support class Level 1, range 1. Within an educational program assists teachers with the coordination of the support function, such as directing/organising the work of other support staff or providing a specialist support role.

Undertakes medical intervention support tasks or other specialised student/teacher support roles that require specific training that must be updated from time to time. The role is for a specific purpose for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.

Performs technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science and information technology laboratories would be typical examples.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Roles

The DTTC provides opportunity for students to learn a wide range of trades including Automotive, Engineering, Furnishing, Building & Construction, Integrated Technology and Systems Engineering.

The Workshop Maintenance Officer fulfils an important role with 'hands on' responsibility to supporting staff and students at the centre by maintaining all workshop equipment, sourcing & maintaining classroom/workshop materials. Further, as part of the MSC Facilities Team this role supports the College's OHS requirements and general college maintenance operations.

The Workshop Maintenance Officer is responsible for:

(Approx hours provided as a guide for the distribution of roles over an average week).

DTTC Workshop (15.2hrs)

- Maintain and service workshop equipment in accordance with manufacturer instructions and OH&S guidelines and if required engage qualified contractor to carry out repairs/service.
- Co-ordinate maintenance and maintain service schedules & records for all items (including those to be serviced by external contractors.)
- Ensure workshop and storage areas are in a clean, safe and orderly condition.
- Ensure all DET OH&S guidelines are adhered to at all times.

DTTC Classroom Support (7.6hrs)

- Responsible for the purchasing and delivery of classroom and workshop materials in a timely manner as required.
- Assist with classroom set up/pack up of materials in support of teaching programs.
- When required support teachers and students within the classroom/workshop.

MSC OHS (7.6hrs)

- Maintaining all DET maintenance schedules for equipment within the DTTC.
- Maintaining all Mildura Senior College Risk Assessments, Safe Method Statements and Task Based Method statements in accordance with DET OHS Management System compliance requirements.
- Undertaking quarterly workplace safe work inspections as part of the College's OHS requirements as directed by the Workplace OHS Management Nominee.
- Attending OHS Committee meetings as required and undertaking actions from meetings as directed by the Workplace OHS Management Nominee.

MSC General Facilities (7.6hrs)

- Maintaining and using a range of tools and equipment relevant to the duties in accordance with good practice and OH&S requirements.
- Assisting with set-up/pack up of equipment and furniture for College events, examinations and activities such as; market day, celebration day, open day and exams.
- Assisting with general repairs & maintenance of buildings (i.e. fixing doors, tables, replacing light globes etc) and grounds work (i.e. mowing & morning set up procedures) during peak periods and staff absences.
- Attend team meetings as required. This role is required to attend the following team meetings: ES Team Meetings, Technology PLT and OHS Committee, and when required the Facilities Team meeting.
- Participating in the college's performance and development process in line with DET requirements.
- General duties as directed by the Principal within the requirements of ES1-2 dimensions of work as listed in the Victorian Government Schools Agreement 2017.

Selection Criteria

- SC1: Demonstrated practical knowledge and skills associated with one or more of the traditional trades, such as automotive, wood, metals, engineering etc.
- SC2: Demonstrated proficiency in the use and maintenance of workshop machinery associated with these trades.
- SC3: Demonstrated knowledge of and commitment to OH&S principles and practices.
- SC4: Highly developed interpersonal and communication skills related to working in a workshop environment that includes students, staff, parents and community members.
- SC5: Capacity to undertake both planned & unplanned mundane tasks.
- SC6: Commitment to professional development and learning.

Other requirements

Victorian Working with Children's Check (workplace)

Valid and current driver licence.

College Values

Respect, resilience, responsibility, independence and success

DET Values

Responsiveness, integrity, Impartiality, accountability, respect, leadership and human rights

EEO & OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognised that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Child Safe Standards

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognised that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.