



Mildura Senior College
 ES Position Description
Facilities & Maintenance Officer
ROL # 112 22 22

Job Details

Occupant:		Time Fraction:	1.0
Location:	Mildura Senior College		
Classification:	ES1-2		
Responsible to:	This position has line management responsibilities to the Principal but on a day to day basis is accountable to the Business Manager.		
Hours of Work:	As specified 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

This position has a 30 days purchased leave requirement. Any additional hours worked are subject to the MSC's ES TOIL Policy.

Responsibilities and Dimensions of Work

As stated in the Victorian Government Schools Agreement 2017 – Schedule 3 (Dimensions of Work – Education Support Class Level 1 Range 2.

Extract

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 (e.g. enrolled nurses) 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 Facilities Officer fulfils an important role with 'hands on' responsibility for facility improvement, maintenance and minor repairs and is responsible for the following:

- Coordinate and repair school facilities (including grounds and maintenance) in a timely and accurate manner.
- Undertake, prioritise and complete minor repairs, maintenance and grounds works as per the schools facilities and maintenance request ticketing system.
- Maintain accurate and up to date data of facilities and maintenance and work with relevant documentation from Authorities including LMW and MRCC.
- Ensure all works, contractor management and procurement processes adhere to Department of Education, Training, Mildura Senior College policy, and procedures; including risk management, contractor compliance and OHS standards and legislation are maintained.
- Provide a high level of customer service to the student body, staff, parents and visitors to the school and work cooperatively within the College community regarding all works relating to facilities.
- Prepare and prioritise lists of maintenance needs and coordinate regular maintenance inspections per DET guidelines and the Mildura Senior Colleges OHS Activities Calendar including, but not limited to essential services such as air conditioning, heating, electrical, plumbing, fire services, pest control, painting, concreting, engineering, glazing, carpenters, asbestos audits, facilities audits and department inspections.
- Assist with College events, examinations and activities such as; market day & celebration day and exam set up.
- Ensure workshop areas and equipment are maintained in a clean, safe and orderly condition.
- Assist with the implementation and completion of building improvement projects across the school including participating in planning and acquittal meetings between the MSC SOP team and any other key stakeholders for all maintenance projects over \$1,000.
- Work within the Urgent Works and Grounds budget.
- Prepare reports as required and participate in Facilities and OHS committee meetings including facilitating weekly facilities team meetings.
- In consultation with the SOP team, develop a work schedule for each term holidays.
- Assist with the security of equipment and buildings.
- Coordinate support from the facilities team including grounds and casual maintenance staff employed at the school to assist when required to complete facilities works.
- Liaise with the School Operations and Planning team and contractors regarding any emergency maintenance issues, noting this may involve working after school hours or on weekends.
- Complete relevant Professional Development training and participate in the college's performance and development processes in line with DET requirements.
- Undertake 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

1. The ability to carry out repairs and maintenance to buildings and grounds (formal trade qualifications and/or training would be an advantage).
2. The ability to work independently and to show a high level of commitment and understanding of OHS guidelines.
3. Well-developed interpersonal skills with the demonstrated ability to consult and interact with relevant stakeholders (College leadership team, staff, students and the wider community).
4. The ability to work as a team member when implementing and completing building and maintenance projects in the College.
5. The ability to use standard computer operating systems and software to maintain data and compliance documentation.
6. Commitment to professional development and learning/training.

Other requirements

Victorian Working with Children's Check (workplace)

Valid and current car 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.