



## POSITION DESCRIPTION

<b>POSITION:</b>	Facilities Officer	<b>STATUS:</b> Full Time
<b>REPORTS TO:</b>	The School Principal or Nominee	<b>DATE:</b>
<b>CLASSIFICATION:</b>	Level 3	<b>SCHOOL/COLLEGE:</b> Emmaus College
<b>EMPLOYEE NAME:</b>		

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### Purpose of Position:

Contribute to the effective and efficient operation and environment of the school by providing a high level of maintenance and development of the schools grounds.

Ensure that a high standard of safe playing areas is maintained and ensure that all duties are completed to an acceptable standard as determined by the supervisor and administration.

### Typical Duties:

- Practice confidentiality in relation to all aspects of the role.
- Mowing, trimming and fertilising lawns and turf areas.
- Repairing and maintaining irrigation systems.
- Weeding, planting and fertilising gardens.
- Maintaining grounds equipment.
- Checking and adjusting security lighting.
- Assisting with minor building maintenance as directed.
- Carry out minor repairs to school property and equipment including:
  - Replacing tap washers
  - Repairing leaking toilets
  - Repairing windows
  - Painting blackboards
  - Repairing desks and chairs
  - Basic painting as directed
- Assist with marking sporting fields and grounds.
- Assist with the setup and dismantling of tents and equipment related to school functions.
- Assess equipment to determine if minor repairs are required.

### Specific Duties:

- Preparation of ovals, playing fields and spectator mounds by watering, mowing, top-dressing, fertilising etc and soil maintenance.
- Preparation, marking and general care of external sporting facilities.
- Preparation and care of lawns and gardens and planting of trees and shrubs.
- Assisting in the operation of school swimming pools, including maintaining proper quality of water.
- General cleaning of classrooms, toilets and other areas, including paths and parking areas, sinks, drinking fountains, and other appropriate cleaning duties as directed.
- Emergency cleaning and maintenance at times when regular cleaners are not available.
- Collect food scraps and paper, empty garbage bins, remove and dispose of rubbish as required.
- Lock and unlock buildings. Activate and disarm school security systems as required.
- Recording and delivering messages.
- Preparation of activity areas / assembly halls, including laying carpets and positioning furniture.

- Order and/or collect general grounds care/cleaning supplies and other material, as requested by the person in charge.
- Maintain in good order, all college equipment such as tractors, mowers etc.
- Remove graffiti.
- Maintain machinery, outdoor furniture, fencing, windows, doors, locks, cupboards, tables, desks and chairs, plumbing, taps, drinking fountains, underground sprinkler systems and sewage system, sporting apparatus, hurdles, signs, equipment and lockers.
- Carry out minor painting of buildings and furniture, carpentry alterations to rooms, welding and repair of metal fittings and equipment.
- Preparation of hall and classrooms for examinations and movement of furniture etc.
- Replace blown or fused bulbs and fluros, faulty clocks;
- Clean storm water drains and channels above and in ground guttering.
- To perform other groundswork, maintenance, cleaning and bus driving duties, as required, by the Works Co-ordinator or College Administration.

#### **Employee Duties Under the Workplace Health and Safety Act**

1. Perform duties in a safe and responsible manner, being aware of current WH&S requirements.
2. Comply with reasonable instructions from the employer to carry out a work procedure.
3. Wear supplied personal protection equipment.
4. Be familiar with the Material Safety Data Sheet for all chemicals you use.
5. Seek approval before purchasing chemicals/equipment.
6. Do not bring chemicals on site without prior approval.
7. Check your work area for hazards using the checklists provided.
8. Report all hazards to your supervisor.
9. Exercise extreme care when using machinery etc, particularly while students are present.

#### **Mandatory qualifications and requirements:**

- An understanding of and a commitment to the ethos of Catholic Education, a Working With Children Check (WWCC) and eligibility for a Suitability Notice is required.
- Undertake Student Protection Training
- Undertake Workplace Health and Safety Training
- Must hold a valid C class drivers licence

***I acknowledge that I have sighted and been provided a copy of this Position Description.***

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***Employee Name (Please Print)***

***Signature***

***Date***