



FACILITIES OFFICER

POSITION: FACILITIES OFFICER

STATUS: Full Time 38 Hrs/Week

REPORTS TO: Business Manager/Principal

COMMENCE: ASAP

CLASSIFICATION: SO Level 3

LOCATION: Chanel College Gladstone

EMPLOYEE NAME:

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. Support the cleaning staff to ensure that a high standard of hygiene and cleanliness is maintained.

Ensure that all duties are completed to an acceptable standard as determined by the principal or nominee, and in accordance with the school maintenance and cleaning program.

ROLE:

The Facilities Officer, will support the philosophy of the College as stated in the Mission Statement. This support will be shown in loyalty, prudence, tact, confidentiality and a Christian approach in all matters. The Facilities Officer, will work as a member of the property team to ensure that Chanel College is an attractive, safe and welcoming environment for students, teachers, parents and visitors.

APPLICATIONS:

Applications should include:

- A letter of application
- Resume stating relevant qualifications and experience
- Names and contact details of two professional referees
- Complete Application for Employment - Non Teacher Position

Closing Date for Applications: 9.00 am Tuesday 14 May 2024

Chanel College

11 Paterson Street, Gladstone 4680

07 4973 4700



Catholic Education
Diocese of Rockhampton

FACILITIES OFFICER

Position Description



QUALIFICATIONS:

Qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required. Applicants must have a Commission for Children and Young People Blue Card or be eligible to apply for a Blue Card.

Typical Duties:

- Practise confidentiality in relation to all aspects of the role.
- Activating and disarming school security systems as required.
- Locking and unlocking buildings.
- Other duties as directed by the principal or nominee.

Grounds and Facilities Maintenance

- Mowing, trimming and fertilising lawns and turf areas.
- Hose down Lavalla Court Monday, Wednesday and Friday.
- Repairing and maintaining irrigation systems.
- Weeding, planting and fertilising gardens.
- Maintaining grounds equipment.
- Minor repairs in accordance with the Facilities Officer's capabilities and qualifications
- Tagging and testing of electrical equipment in accordance with the Facilities Officer's qualifications
- 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
 - Repairing desks and chairs
 - Basic painting as directed
- Goal post protectors are put out each morning and removed each afternoon
- Assist with marking sporting fields and grounds.
- Assess equipment to determine if minor repairs are required.
- Bins are emptied on a daily basis. Bins are regularly cleaned and kept in good repair.

Trades assistance:

- Provide assistance to visiting trades workers in relation to showing them where their task is to be completed; the position of electrical, gas and water mains, valves or isolation switches/points; sign in and out procedures, identification tags and other site specific WH&S information.

College Vehicles and Machinery:

- All College vehicles are maintained and driven as required
- All College vehicles are maintained as roadworthy or have the correct machinery checks as required by Department of Transport regulations; WH&S Act and regulations or other Acts or regulations that relate to the vehicles and machinery.
- The bus and utilities are cleaned inside and outside.

**Delivery, Collection and Set up of Equipment:**

- Items of equipment required for school events such as Masses, musicals, retreats, swimming carnivals etc. are delivered to and collected from appropriate venues.
- Set up barbecues when required and ensure the gas supply is maintained.
- Items of equipment or stores are collected from suppliers.

Cleaning Duties:

- Cleaning windows, louvers, furniture, glass doors, mats, chairs, benches, desks and tables.
- Cleaning sinks, water troughs and water fountains.
- Cleaning and sanitising toilets and urinals.
- Hosing, sweeping paths/walkways and verandahs.
- Removing graffiti as directed.
- Vacuuming and carpet shampooing.
- Vinyl floor maintenance.

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 C Class licence
- Licenced to drive a 39 seater bus is preferable but not essential. Willingness to acquire a bus licence is preferred.

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

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

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Employee Name (Please Print)

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Signature

Date: