

# Job description

Agency	Department of Education	Work unit	Dripstone Middle School
Job title	Maintenance Officer	Designation	Physical 3 RDO
Job type	Full time	Duration	Fixed to 31/12/2024
Salary	\$55,220 - \$56,430	Location	Darwin
Position number	41081	RTF	277153
		Closing	27/09/2023
Contact officer	Katerina Laouris on 08 8983 7777 or <a href="mailto:Katerina.laouris@education.nt.gov.au">Katerina.laouris@education.nt.gov.au</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=277153">https://jobs.nt.gov.au/Home/JobDetails?rtfId=277153</a>		

**APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.**

## Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#). Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

## Primary objective

As a member of the school community and under the direction of the Principal and Business Manager, the Maintenance Officer is required to maintain the facilities of the school including buildings, grounds, security and vehicles to provide a safe and secure learning environment.

## Context statement

Dripstone Middle School (Years 7, 8 and 9) is located in the northern suburbs of Darwin. The school has a multicultural population of over 550 students. The role of Maintenance Officer is vital for the maintenance of the buildings, surrounds and school property.

## Key duties and responsibilities

1. Regularly inspect and undertake general repairs and maintenance to school buildings, school vehicles and school grounds that require technical or general maintenance skills as required. Oversee the satisfactory completion of repairs referred to outside contractors and where required supervise external contractors.
2. Perform a variety of tasks that require knowledge of standards, practices and procedures and skills obtained through qualifications, considerable training and experience that can be used within a maintenance officer role.
3. Carry out a range of tasks to make sure the school premises are in a neat and orderly condition. This will include maintaining toilets and wet areas in a clean and hygienic state during school hours. Actioning potential health and safety risks by immediately reporting or exercising judgement in rectifying the problem.
4. Maintain effective operational support services including courier service, bus driver, relocation of furniture and equipment, local purchasing and relevant asset maintenance and control, including vehicles and the testing and tagging of electrical equipment.
5. Undertake after hours security inspections as required and liaise with appropriate personnel to ensure safety and security of buildings and surroundings.

## Selection criteria

### Essential

1. Proven appropriate interpersonal, communication and organisational skills with the ability to interact effectively with people from diverse cultures, students, school personnel, contractors and clients.
2. Proven understanding of safe work practices and relevant legislation with proven ability to schedule work in order to meet required deadlines.
3. Demonstrated knowledge and experience to carry out inspections and minor repair and maintenance of buildings.
4. Current Northern Territory C Driver's Licence and a Light Rigid Bus Licence.
5. Relevant Trade and Test and Tagging certification.

## Further information

The selected applicant must hold a current NT Working with Children Notice (Ochre Card) or the ability to obtain prior to commencement.

**Approved:** September 2023

Nektaria Pikoulos, Principal Dripstone Middle School