

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Centralian Middle School
Job Title	Maintenance Officer	Designation	Physical 4 RDO
Job Type	Full Time	Duration	Ongoing
Salary	\$53,258 - \$54,846	Location	Alice Springs
Position Number	8135 RTF 164917	Closing	25/04/2019
Contact	Carol Watson, Business Manager on 08 8955 2333		
Agency Information	www.education.nt.gov.au		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Special Measures	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: click here		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfld=164917		

Primary Objective:

Maintain the facilities of the school including buildings, grounds, security and vehicles, to provide a functional, safe and secure learning environment in accordance with Department of Education and school policies and Work Health and Safety regulations.

Context Statement:

Centralian Middle School is a school catering for approximately 300 students from Year 7 to 9. The school is a large site with numerous buildings and extensive grounds.

Key Duties and Responsibilities:

1. Regularly inspect and carry out repairs and maintenance to vehicles, buildings, fixtures and fittings, and grounds to ensure a safe learning environment and compliance with Work Health and Safety regulations. Use handyman or tradesperson skills as required.
2. Identify and resolve potential Work Health and Safety risks by immediately reporting and acting to resolve the problem.
3. Organise and monitor the work of contractors to ensure work is completed satisfactorily, meeting specifications and regulations.
4. Liaise with identified staff and contractors to ensure that school vehicles, grounds, buildings and equipment are maintained to a high standard.
5. Maintain effective operational support services, including bus driving, mail collection, relocation of furniture and equipment, local purchasing, relevant asset control, security and maintenance of vehicles.
6. Inspect and unlock the school premises each morning. Report immediately and act to resolve any unusual activity e.g. vandalism, break in etc.
7. Undertake after hours security inspections and respond to alarm call-outs as required.

Selection Criteria

Essential:

1. Demonstrated understanding of safe work practices and relevant legislation.
2. Demonstrated ability to operate as a member of a team and to provide a range of services to clients.
3. Demonstrated ability to repair and maintain vehicles, buildings, grounds, furniture and fittings.
4. Demonstrated ability to determine priorities, meet deadlines, use initiative and work independently.
5. Proven ability to communicate effectively and courteously with students, staff, contractors and the public.
6. Current NT Working with Children Clearance (Ochre Card) and 'LR' class driver's license, or the ability to obtain in a timely manner.

Desirable:

1. Qualifications in a relevant trade and/or recognised relevant trade experience and technical knowledge of practices, procedures and skills.

Approved: April 2019

Trevor Read, Senior Director