



## ASSISI CATHOLIC COLLEGE

POSITION DESCRIPTION	
<b>Position:</b>	<b>Property and Facilities Manager</b>
<b>Department:</b>	Property and Facilities
<b>Reporting to:</b>	Principal and Business Manager
<b>Directly Supervising:</b>	Grounds and Maintenance staff
<b>Salary Level:</b>	School Officer – Level 5
<b>Hours of work:</b>	Full Time, 5 days per week 6:00am – 2:00pm
<b>Date updated:</b>	February 2021

### Role Statement:

The Property and Facilities Manager is a full-time employee of Assisi Catholic College who, in consultation with the Business Manager, is responsible for the maintenance and upkeep of College assets including buildings, equipment, furniture and resources. The role holder also provides support with the management of external contractors, assists with the implementation of the Workplace Health and Safety Plan, Asset Renewal Plan and provides supervision and the workflow of other members of the custodial team. A significant relationship also exists with the Principal and Leadership Team, internal and external providers, staff and students of the College.

The role covers three (3) interconnected areas:

1. **Presentation** –keep the College presentable to staff, students and visitors.
2. **Service and support** – provide a range of support services across the school including setting up of events, delivery of goods and general relocations.
3. **Compliance** – ensure grounds and maintenance team and any contractors required onsite undertake work in a safe manner and are competent to complete the task.

### Qualifications

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

## **Requirements of the Position**

### Position Related Knowledge

- Knowledge of basic computer functions including email, internet, electronic calendar and word processing.
- Ability to operate a variety of grounds and maintenance machines and equipment.

### Position Related Skills

- Organisational skills and the ability to plan and prioritise tasks.
- People skills when dealing with members of the public, extra-curricular service providers and grounds team.
- Ability to problem solve and react calmly in emergency situations.
- Ability to drive a Bus is an advantage.

### Specific Position Requirement

- Hold a current Blue Card issued by the Commission for Children and Young People and Child Guardian (Working with Children Check).
- Hold a current Driver's License (MR or above preferred).
- Complete annual Lone Worker Check-in form.
- As the role is a physical one involving manual handling and the operation of equipment, the role holder must be physically capable of undertaking all tasks outlined in the Typical Duties Statement.

### **Characteristics of the Position:**

- Ability to manage and perform a variety of delegated responsibilities.
- Ability to problem solve in an environment with limited time constraints.
- Organisational skills and the ability to prioritise tasks.
- Knowledge and experience in all aspects of facility and resource management.
- Discretion and judgement is required in planning and selecting appropriate equipment, service techniques and work organisation of self and others.
- A sound knowledge base of the building and construction industry.
- A sound knowledge base of contract management when dealing with external service providers.
- Ability to lead and provide guidance and supervision to members of the grounds team.
- Good communication and staff management skills.

## Typical Duties and Operational Tasks

### Presentation

- Provide general supervision, advice and assistance to the grounds team including planning, management and direction of all tasks.
- Manage and maintain all College buildings including practical attention or sourcing and engaging contractors to undertake repairs or perform regular maintenance.
- Maintain all college furniture and resources including ensuring items are allocated as required or requested.
- Provide advice on all property and asset issues including the sourcing of appropriate contractors to undertake work.
- Manage the cleaning of the site by being the first point of contact for the cleaning contractors and waste disposal companies.

### Service and Support

- Organise the set up for events and ceremonies including events off site.
- Undertake and co-ordinate College Opening Procedures.
- Ensure all items logged in maintenance request portal are delegated and actioned in an appropriate time frame.
- Liaise with contractors on all works including providing practical assistance as required.
- Attend site meetings and liaise with building contractors on behalf of the College during Capital Works.
- Assist with asset stock take processes.
- Liaise with Accounts Payable Section and provide documents as required for the settlement of accounts relating to the position.
- Tasks as directed by the Principal, Business Manager or members of the Leadership Team.

### Compliance

- Provide training in the use of College equipment, plant and machinery to members of the grounds team.
- Ensure equipment, plant and machinery have up to date risk assessments, safe operating procedures, safe work practices and equipment maintenance records.
- Ensure risk assessments are complete and chemical register in place for staff using chemicals for any facilities and maintenance tasks.
- Participate in regular Workplace Health and Safety audits.
- Schedule and supervise contractors for regular maintenance services including but not limited to Fire Safety Inspections, Pest Control, Electrical Safety Checks, oval maintenance, plumbing inspections.
- Maintain all college equipment and machinery including providing advice on appropriate acquisition and management processes.
- Perform the tasks of a fire Building Warden during lockdown and evacuations.
- Complete all annual online and face-to-face training through BCE relevant to the role.

Any other task as directed by the College Leadership (including Business Manager) and Assistant Business Manager.

**Reporting and other Relationships:**

The Facilities and Maintenance Manager is a member of the Facilities and Maintenance team and is responsible to, and reports on, all aspects of the role to the Principal through the Business Manager. Relationships of significance exist with other staff including the Leadership Team, school staff and internal/external providers of the College.

**Assisi Catholic College**

Assisi Catholic College is a master planned P-12 co-educational Archdiocesan College located in the fast-growing northern Gold Coast region of Upper Coomera. The College has approximately 1,500 students in 2021. Four distinct but connected educational precincts operate within the College – Early, Junior, Middle and Senior Years.

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