

POSITION DESCRIPTION & ROLE SPECIFICATION



Position: Maintenance Coordinator - Channel Christian School

Organisational Structure

Christian Schools Tasmania is an Association of Christians that owns and operates four Christian Schools in the Greater Hobart Area – Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School. Each school has a Principal who is responsible for the educational leadership and management of the school.

A Board of Directors, through the Chief Executive Officer, governs the affairs of Christian Schools Tasmania. The Board is committed to operating in ways that utilise the strengths of being one Association, whilst recognising that each school is unique, and is led by the Principal appointed to that school. The Board expresses this commitment by establishing overarching guidelines or policies that guide the operational leadership of the Executive members.

The Mission of Christian Schools Tasmania is ***to provide the highest quality Christ-centred education that prepares and equips students for life.***

The Vision of Christian Schools Tasmania is ***to be a transformational Christian learning community.***

The core Values of Christian Schools Tasmania are ***Faith, Hope and Love. But the greatest of these is Love. (1 Corinthians 13:13)***

Purpose of Role

This position is for 22.8 hours per week across 3 days at Channel Christian School. It is expected that the incumbent will bring a Christian world view to bear on the various aspects of the position and will participate fully within the spiritual life of the school.

The Maintenance Coordinator has responsibility for contributing to the overall management and amenities of Christian Schools Tasmania by delivering high quality general maintenance services and ensuring that the gardens and grounds are well maintained to provide an environment that enables and enhances student learning outcomes.

The incumbent will work collaboratively with other staff, contractors and members of the school community and reports to the Business Manager but works in close association with Property Services Manager.

Key Responsibilities and Duties

- a. Enhance student learning outcomes:
 - Prioritise and complete allocated work plan in accordance with school requirements.
 - Listen and respond appropriately to routine enquiries and escalate when required.
 - Assist with cleaning and repairs as a result of student accidents, extreme weather; or acts of vandalism.

- Assist with the delivery of mail and parcels to and from the school.
- Follow chemical usage and storage procedures.
- Move items of furniture and classroom supplies around the school.
- Mark lines on school ovals/grounds for sporting events.
- Set up signage, furniture and equipment for sporting and special events at the school such as marquees or tents.
- Complete daily maintenance checklists routines of school grounds and equipment.
- Complete weekly and term playground checklist routines of school playgrounds.
- Bus driving as required for home school bus route and/or school excursions.

b. Maintenance

- Minor repairs of furniture and equipment.
- Minor repairs to buildings as required including plastering and basic carpentry.
- Maintain hand and power tools and equipment as indicated in the original equipment manual to ensure they are in good working order and fit for purpose.
- Maintain internal fixtures and fittings i.e. lights, windows and doors to ensure they are in good working order, lock and operate as intended.
- Be available for out of hour maintenance and security issues.
- Manage bus servicing/inspections and completion of safety documentation and paperwork.
- Induction and vehicle familiarization of new and existing approved CST drivers.
- Electrical test and tagging on a regular and ad hoc basis.
- Maintain plumbing and amenities i.e. toilets, basins, taps to ensure they are in good working order and operate as intended.

c. Gardens/Grounds:

- Undertake planting, pruning, fertilising, watering, mulching, and weeding of garden areas;
- Undertake moving, watering, fertilising aeration, repair, and re-sowing to ovals/grounds;
- Undertake chain sawing of tress and branches as required and use appropriate signage/ barricading to alert staff and students:
- Maintain car parks, roadways, paths, quadrangles, concrete and paved areas by regular sweeping, blower vacuuming, debris and rubbish removal, high pressure cleaning and hosing.

d. Cleaning:

- Sweep, vacuum clean and mop floors as appropriate; and use appropriate safety signage to alert students and staff;
- Empty indoor and outdoor rubbish bins as required or when full and assist with the removal of larger rubbish items;
- Wash, sweep and remove cobwebs, rubbish from entry areas to each building;
- Wash, clean and polish glass doors and windows in key identified enrolment tour/visitor areas i.e. administration buildings, libraries, staff rooms, principal offices as required or when dirty.

e. Resources and Operations:

- Consult with the Senior Project Coordinator to ensure maintenance prioritisation and resource management;

- Maintain school maintenance purchase receipts for end of month Credit card invoices.
 - Work with and co-ordinate contractors, volunteers, service providers and associated businesses;
 - Maintain and manage the contractor management system “Rapid Global” including adding contractors, trainees and checking licence and insurance currency;
 - Induct identified contractors who have not completed an online induction;
 - Liaise with clients, suppliers, and internal departments to ensure regular communication to all stakeholders involved;
 - Review the maintenance request system daily and keep workflows to a minimum.
 - Respond to hazard reports as a priority and escalate as required to the Senior Project Coordinator.
 - Purchase maintenance equipment/items as identified with reference to the Delegation of Authority guidelines.
 - Maintain records of maintenance/servicing for all equipment/tools.
 - Maintain and manage all equipment manuals.
 - Other duties as required by, and agreed with, the principal.
 - Investigate and identify areas of improvement and projects.
- f. Compliance and Safety:
- Exercise responsibility required in accordance with Work, Health, and Safety legislation.
 - Take reasonable care of your own safety and that of other people who may be affected by your acts or omissions in the workplace.
 - Contribute to safe systems of work.
 - Create a safe and welcoming learning environment for children and young people congruent with legislative and Organisation Child Safe requirements.
 - Use and maintain required personal protective equipment (PPE) that is worn when undertaking tasks and activities e.g. safety glasses, hearing protection.
 - Adhere to the requirements of the role in accordance with the professional standards expected of Christian Schools Tasmania and all Organisational policies, procedures, codes, guidelines, and applicable laws.
- g. Decision Making Authority
- Operating expenses up to \$500
 - Works/contract approvals up to \$500
- h. Professional Development:
- Actively participate in regular performance review and development and departmental evaluation processes.
 - Actively participate in staff learning programs and attend appropriate professional (PL) learning opportunities when required.

Safeguarding Children and Young People

Our organisation takes child protection seriously, and as an employee of Christian Schools Tasmania, you are required to meet the behaviour standards outlined in our Code of Conduct. You will have received a copy of this Code as part of your induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people.

- promote the safety and wellbeing of children and young people to whom we provide services.
- ensure that your interactions with children and young people are positive and safe.
- provide adequate care and supervision of children and young people in your charge.
- act as a positive role model for children and young people.
- report any suspicions, concerns, allegations, or disclosures of alleged abuse to management.
- maintain valid 'working with children' documentation.
- undergo periodic 'national criminal history record' checks (if required).
- report to management any criminal charges or convictions you receive during your employment/volunteering that may indicate a possible risk to children and young people.

Essential Requirements

- Current Working with Vulnerable people card.
- Current Tasmanian vehicle driver licence (manual).
- Current Tasmanian driver licence for light, medium or heavy rigid drivers' licence or willingness to obtain.
- A National Police Record or a willingness to obtain.
- Physical fitness for the requirements of the position, including a pre-employment full health assessment.

Desirable Requirements

- Provide First Aid certificate or willingness to obtain.
- Working at heights qualifications or willingness to obtain.
- Chainsaw operations qualifications or willingness to obtain.
- Qualifications in electrical testing and tagging or willingness to obtain.
- Maintenance, trade and/or grounds person experience.

Selection Criteria

- The Maintenance Coordinator will:
- Be a committed and practising Christian who upholds the Association's Statement of Faith and philosophy and is able to participate in all aspects of the Association.
- Have the knowledge, proven ability, and vision necessary to meet the Key Responsibilities and Duties listed above.
- Demonstrate the ability to communicate clearly with all staff across the organisation.
- Have strong interpersonal skills.
- Have strong organisational and documentation skills.
- Have a proven ability to work collaboratively as part of a team.
- Demonstrate initiative and innovation.
- Demonstrate conscientiousness and pride in the job.
- Be well organised and have a strong ability to prioritise and co-ordinate/manage multiple projects.

Key Relationships and Contacts

- The Maintenance Coordinator will:

- Be responsible to the Compliance and Resources Manager.
- Work co-operatively with the Senior Property Coordinator and liaise with in an advisory capacity for all projects and asset management/maintenance.
- Work co-operatively with the school Principal and other school staff in relevant capacities.
- Be required to communicate effectively with all school staff members, CST, parents, and students.
- Be required to communicate, liaise and work closely with external service providers, contractors and suppliers as required.

Conditions & Hours of Employment

This is a part-time position.

Conditions of employment are outlined in the *Christian Schools Tasmania Enterprise Agreement (General Staff) 2022* and the *Educational Services (Schools) General Staff Award 2020*. All CST staff are expected to comply with all Christian Schools Tasmania policies.