



Facilities Officer Role Description

Position Description: Facilities Officer (Maintenance Person)

Classification: School Services Officer / Category A / Level 3 to 4 & Subdivision commensurate with qualifications and experience.

Hours of Work: Ongoing, Full-Time (38 hours per week)

Leave Entitlement: 4 weeks per annum

Industrial Instrument: *Catholic Education Multi Enterprise Agreement 2022 (CEMEA)*

Position Summary

The Facilities Officer reports to the Facilities Manager, who reports to the Principal. The role is responsible for assisting with the maintenance of the College's buildings and grounds, supporting logistics for college events, addressing safety concerns, and ensuring that the College presents as a clean, functional, and safe environment for students, staff, and visitors.

Child Safety Requirements

Mount St. Joseph Girls' College is committed to the safety, wellbeing, and inclusion of all children and young people. The successful applicant must demonstrate:

- An understanding of child safety and appropriate behaviours when working with children.
- Awareness of legal obligations about child safety, including Mandatory Reporting.
- Suitability to engage in child-connected work.
- A valid Working with Children Check (or willingness to obtain).
- A current National Police Record Check (or willingness to obtain)

Highly Desirable Qualifications/Experience

- Previous experience working in a school environment.
- Test and Tag qualification.
- Medium Rigid (MR) Licence.
- Working at Heights Certificate.
- Level 2 First Aid.

Key Responsibilities

Workplace Safety & Compliance

- Maintain a safe working environment at all times through safe work practices.
- Respond to safety concerns promptly and report hazards.
- Assist with contractor supervision and site safety compliance.
- Participate in regular workplace inspections.

Grounds Maintenance

- Maintain College gardens and outdoor areas as per scheduled plans, including:
 - Blowing/raking leaves, mowing, edging, pruning, and weeding.
 - Weed control in garden beds, along fence lines, and the Purnell Street Car Park.
 - Water potted plants on the Giovanni Deck weekly.
 - Keep pathways and travel areas clear of debris and hazards.

General Maintenance

- Triaging and completing logged maintenance tasks.
- Perform basic carpentry and handyman work including painting, sanding, and repairs.
- Clean and disinfect outdoor furniture and benches daily.
- Maintain and repair student lockers and College furniture.
- Monitor and report on essential services.
- Remove cobwebs, graffiti, and chewing gum as required.
- Clean gutters and grates monthly; wash external bins weekly.
- Maintain the maintenance shed weekly.
- Administer the Test and Tag program and maintain logs.
- Pressure-wash external surfaces and driveways.
- Inspect and maintain air conditioning and heating units.

College Vehicles

- Review and manage daily vehicle bookings.
- Clean, inspect, and refuel vehicles as needed.
- Conduct regular vehicle safety checks and oversee servicing.
- Maintain records of fleet maintenance.

Event and Operational Support

- Assist with logistics, setup and pack-down for College events.
- Support staff with operational tasks as required.
- Transport students or staff when directed.
- Oversee external contractor work as directed by the Facilities Manager.
- Attend occasional after-hours events as required.

Other Duties

- Develop knowledge of essential property services (e.g., gas, water, power, security systems).
- Attend professional learning, mandatory training, and College PD days.
- Perform any other duties as required by the Principal, within the scope of the role.

Attributes and Skills

The ideal candidate will demonstrate:

1. Commitment to the Catholic ethos and mission of Mount St. Joseph Girls' College.
2. A strong understanding of and support for the College's learning and faith community.
3. Experience and capability in grounds and building maintenance.
4. A proactive and continuous improvement mindset.
5. Excellent interpersonal and team collaboration skills.
6. Strong organisational abilities and the capacity to work independently.
7. Effective communication skills and a professional attitude in dealings with students, staff, parents, and visitors.
8. Basic technology proficiency.
9. Willingness to undertake child safety and job-related training as required.