

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Maintenance Officer

Position Purpose	In support of the mission and vision of NCC, the role of Maintenance Officer is to maintain the College's facilities and grounds to a high standard, ensuring a safe, functional, and welcoming environment that supports learning and reflects Christian values.
Qualifications	A formal trade qualification is desired, but not essential. Staff are encouraged to hold a formal qualification and to advance their skills and knowledge base.
Accountability	Property Manager and ultimately the Executive Principal.
Key Relationships	Executive Principal, Head of Business Operations, Grounds & Maintenance team, staff and students.

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students.
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development.

Professional Competencies

The following professional competencies are essential to this position:

- High level of competency (preferably qualified) in a major trade and have extensive building site management experience. Including all aspects of site safety.
- Possess strong organisational and time management skills, with the ability to prioritise tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks.
- Competently manage minor projects and liaise with relevant trades and stakeholders to achieve effective project delivery.
- Ability to work effectively in a team and collaborate with colleagues from different departments.
- Capability to adapt to changing situations and maintain composure in a dynamic environment
- Able to communicate professionally with staff, parents and students in both written and oral form and make timely informed decisions based on the available information and considering the impact to the organisation
- Demonstrate a level of commitment to maintain personal professional knowledge and skills



- Knowledge of and compliance with relevant legal and regulatory frameworks, including the Privacy Act and Child Protection legislation, ensuring ethical and professional practice at all times.
- Demonstrated professionalism, flexibility, and reliability, with a commitment to upholding the values and expectations of the College and the capacity to undertake a range of duties as directed.

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

- Maintain the College buildings and grounds in a secure, functioning, clean and presentable state.
- Attend to building maintenance as per the scheduling and fault reports.
- Minor Building works, as in new construction or renovation work.
- Manage minor maintenance projects - such as, but not limited to - gutter replacements, window repairs, plumbing rectifications, cladding replacements etc
- Maintain buildings facilities – including but not limited to – doors, door locks, window, sashes, etc.
- Construct basic furniture (bookcases, shelving etc.), as nominated by the Property Manager.
- Organise setup for special events eg: sports days – erection of tents etc
- Move furniture and equipment around the College as needed.
- Open amenities and locker rooms in the morning and disarm the alarm system when required
- Clean leaves from roofs and gutters as needed.
- Work harmoniously within a team.
- Cover some duties of other staff when they are sick or on holidays as appropriate.
- Disperse deliveries when they come in when required
- Assist in keeping the stormwater drains clear at all times
- External cleaning of buildings when required
- Collect and dispose of recycling waste when required
- Perform pressure washing work around the College when required
- Maintain stored supplies and keep work areas clean and tidy
- Be responsible for assigned college vehicles, including safety and cleanliness
- Perform other similar duties as may be nominated by the Property Manager from time to time;
- Maintain Workplace Health and Safety standards.

Remuneration In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents NCC Child Protection Policy
 NCC Staff Code of Conduct
 NCC Enterprise Agreement
 NCC Staff Dress Code Policy
 NCC Workplace Health and Safety Policy

Hours of Work As per Employment Contract