



Position Description

TITLE	Facilities Manager
EMPLOYMENT STATUS	Permanent, full time, 1FTE
DEPARTMENT	Property Services
ORDINARY HOURS OF WORK	37.5 hours per week, typically 7.5 hour days across Monday to Friday. Some work outside of the ordinary hours of work will be required from time to time and may include on call /after hours occasionally.
ENTERPRISE AGREEMENT (EA)	Launceston Church Grammar School General Staff Enterprise Agreement
EA CLASSIFICATION	Level 7
REPORTS TO	Chief Financial Officer
REPORTS	Cleaning Supervisor Grounds Staff Facilities Staff
LOCATION	Senior Campus, working across both Senior and Junior Campus'

Launceston Church Grammar School is an Anglican co-educational day and boarding community where global learners and leaders are nurtured, challenged and inspired.

Scope of position

This position is responsible for the overall maintenance of school property, plant and equipment and managing and coordinating the School's facilities and real estate property portfolio. As well as providing leadership to the Property Services (Ground, Maintenance and Cleaning) Team, coordinating and overseeing relevant contractors, ensuring legislative compliance and maintaining a high standard of appearance of the School.

Duties and Responsibilities

BUILDING, CONSTRUCTION, MECHANICAL & HORTICULTURE

- Knowledge of regulations, materials, methods and the tools involved in the construction and / or repair of buildings and other structures.
- Knowledge of relevant legislation including, The Passenger Transport Services Act and Regulations 2011 (Tasmania) and The Work Health and Safety Act and Regulations 2013 Tasmania.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Understand relevant matters relating to Horticulture.

MANAGEMENT OF WORKS

- Coordinate landscaping and horticulture requirements of all grounds (Senior Campus, Junior Campus, Broadland Park, Faulkner Park and the Grammar Boat Shed).
- Coordinate repairs & maintenance requirements of all buildings and assets.
- Coordinate the grounds and maintenance requirements associated with School events (which may occur outside of school hours) eg Assemblies, Scholarship Days, Festivals etc
- Plan, present and oversee the school holiday works programme.
- Liaise and check on the progress of building contracts.



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- Coordinate the electrical tagging and testing programme.
- Purchasing and approvals.

PUBLIC SAFETY & SECURITY

- Oversee campus security operation and personnel.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective public safety and security of property, relevant to a school environment.

ADMINISTRATION AND MANAGEMENT

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership, coordination of people and resources.
- Prepare and manage the Facilities Annual Budget, and the Grounds and Maintenance budget
- Attend to personnel matters including staff leave requests, performance management and appraisal.
- Encourage and building mutual trust, respect, and cooperation among team members.
- Oversee the operations of the Cleaning Supervisor.
- Oversee the management of contractors.
- Project manage School Development Building projects.
- Ensure that contractors adhere to all necessary paperwork requirements, including compliance with child safety regulations and construction standards. This includes but is not limited to Safe Work Method Statements (SWMS), Job Safety Analyses (JSAs), and, where applicable, proof of public liability insurance.
- Coordination of the essential maintenance register.

CUSTOMER SERVICE

- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ensure School's facilities are well presented, maintained and WHS compliant.

MANAGEMENT OF SCHOOL BUSES' AND OTHER VEHICLES

Ensure the School complies with the legislative requirements for Passenger Transport Accreditation.

- Act as the Responsible Person, record keeping maintaining accreditation and vehicle registration.
- Roadworthiness inspections, pre-departure inspections, driver awareness, fault reporting, safety inspections and emergency management.
- Check driver qualifications, driver records, driver monitoring, passenger behaviour management and reportable incidents management.
- Maintain Vehicle Compliance Documentation

COMMITTEES

- Attend and present report in the Facilities Committee
- Attend and participate in the WH&S Committee
- Attend and participate in the Capital Planning Committee

Key Selection Criteria

- A relevant degree or diploma e.g. Building and Construction, Project Management or Business, or relevant trade in an appropriate discipline, e.g. Electrical, Building Technology etc.
- At least ten years' experience in Property Maintenance; and / or equivalent combination of relevant experience, training and / or education.
- Current **HLTAID012 First Aid qualification** (Provide a First Aid Response in an Education and Care Setting)



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- **Working with Vulnerable People Registration** — Department of Consumer, Building and Occupational Services.
- **National Police Check**
- **Licence** – Current driver's licence with passenger vehicle accreditation, or an ability to obtain accreditation.
- Experience and management expertise in a technical and administrative field which includes supervision of staff and process management.

WORKPLACE HEALTH AND SAFETY - OFFICER

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others
- Comply, so far as you are reasonably able to, with reasonable instruction provided by the School
- Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School including reporting any hazards, accident and incidents.

Safeguarding Children and Young People

Launceston Church Grammar School is an Australian Childhood Foundation Accredited School and we take the safeguarding of children and young people seriously. Be aware of, understand and comply with the principles of the Safeguarding Children Program Standards.

- Ensure all Launceston Church Grammar School policy compliance is met;
- 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 vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attitudes and personal qualities

- Supportive of the Anglican Ethos of Launceston Church Grammar School
- Honest, trustworthy and ethical
- Well-developed interpersonal and communication skills and ability to build rapport
- A willingness to take on responsibilities and challenges
- Strong attention to detail
- A willingness to lead, offer opinions and direction.