

<b>TITLE</b>	Facilities and Property Maintenance Officer
<b>EMPLOYMENT STATUS</b>	Permanent, fulltime, 1 FTE
<b>ORDINARY HOURS OF WORK</b>	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.
<b>DEPARTMENT</b>	Facilities
<b>ENTERPRISE AGREEMENT</b>	Launceston Church Grammar School, General Staff, Enterprise Agreement (EA)
<b>EA CLASSIFICATION</b>	School Operational Services Grade 3
<b>REPORTS TO</b>	Facilities Manager
<b>REPORTS</b>	Nil
<b>LOCATION</b>	Based at Senior Campus but working across all School facilities

## SCOPE OF POSITION

The Facilities and Property Maintenance Officer is responsible for the day-to-day maintenance, safety and presentation of the School's two campuses. The role works primarily from an annual maintenance plan, undertaking planned, preventative and cyclical maintenance activities, as well as responding to reactive maintenance issues as they arise.

This is a hands-on operational role that contributes directly to the safe, functional and well-maintained operation of buildings, grounds, plant and equipment.

## DUTIES AND RESPONSIBILITIES

### Facilities and Maintenance Management

- Carry out day-to-day maintenance and repairs to buildings, grounds, plant and equipment across both campuses.
- Deliver planned, preventative and cyclical maintenance tasks in accordance with the annual maintenance plan.
- Respond promptly to reactive maintenance requests and breakdowns.
- Identify maintenance issues early and report emerging risks or asset deterioration.
- Assist with basic installation, repairs and upkeep of fixtures, fittings and equipment.
- Maintain a high standard of presentation across all facilities.

### Work Health and Safety and Risk Management

- Perform all maintenance activities in accordance with WHS legislation, policies and safe work procedures.
- Identify hazards during maintenance activities and take appropriate action to control risks.
- Use tools, equipment and personal protective equipment (PPE) safely and correctly.
- Immediately report hazards, incidents, near misses and safety concerns in line with School procedures.
- Follow Safe Work Method Statements (SWMS) and other safety documentation when undertaking works.

## Contractor Support and Coordination

- Assist with supervising contractors on site to ensure works are completed safely and appropriately.
- Ensure contractors comply with site safety requirements, including sign-in procedures and SWMS.
- Escalate issues relating to contractor performance, safety or quality of work to the Manager.

## Asset and Maintenance Records

- Complete maintenance records, checklists and work logs accurately and in a timely manner.
- Assist with maintaining asset registers and maintenance schedules.
- Report recurring issues or recommended improvements to support forward planning.

## Stakeholder Support

- Work cooperatively with staff and stakeholders across both campuses to address maintenance needs.
- Provide courteous and practical support in response to maintenance requests.
- Maintain a customer-focused approach while balancing safety, priorities and available resources.

## Other Duties

- Assist during peak periods, campus events or emergency situations as required.
- Support continuous improvement of maintenance processes and systems.
- Undertake other duties reasonably aligned with the role as directed.

## KEY SELECTION CRITERIA

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### Qualifications and Experience

- Trade qualification and/or demonstrated experience in facilities, property or general maintenance.
- Experience undertaking planned and reactive maintenance tasks.
- Experience working across multiple sites or facilities (desirable).
- Sound understanding of WHS requirements in a maintenance environment.
- Current driver's licence.

### Skills and Attributes

- Practical, hands-on approach with strong problem-solving skills.
- Ability to prioritise tasks and work independently.
- Strong attention to detail and commitment to safety and quality.
- Good communication skills and ability to work collaboratively with others.
- Reliable, flexible and responsive to operational needs.

### Safeguarding Children and Young People

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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**

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- Strong safety mindset, with a genuine commitment to working safely and looking out for the safety of others.
- Practical and solutions-focused, with the ability to assess issues on site and take appropriate action.
- Reliable and accountable, taking ownership of tasks and following them through to completion.
- Proactive and observant, identifying maintenance issues or hazards before they escalate.
- Flexible and adaptable, able to respond to changing priorities and urgent maintenance needs.
- Calm under pressure, particularly when responding to breakdowns, safety issues or time-critical requests.
- Respectful and professional, when interacting with staff, students, contractors and visitors.
- Team-oriented, with a willingness to assist others and contribute to a positive working environment.
- Detail-focused, ensuring work is completed to a safe and acceptable standard.
- Willing to follow procedures, including WHS requirements, reporting processes and School policies.