



Job Description

Title:	Maintenance & Grounds Officer
Reports to:	Maintenance Manager
EBA/Award:	South Coast Baptist College Operational Agreement 2024
FTE:	FTE 1.0
Employment Type:	Full Time Permanent

Position Summary

The Maintenance & Grounds Officer, reporting to the Maintenance Manager, plays a vital role in ensuring the effective management and upkeep of South Coast Baptist College's facilities and grounds to support the college's educational mission and community needs. Operating within a dynamic and growing educational environment, the role involves coordinating maintenance tasks, managing contractors, ensuring compliance with health and safety standards, and contributing to the overall functionality and safety of the college premises.

Job Description

Key Responsibilities:

Buildings and Facilities Maintenance:

- Attend to tasks assigned (either through maintenance ticket system or by manager).
- Assisting in administering maintenance ticket system.
- Perform recurring maintenance tasks such (e.g. gutter cleaning, air conditioner maintenance, classroom inspections)
- Undertake day-to-day maintenance including carpentry, painting, and general repairs.
- Check and account for gas cylinders.

Grounds Maintenance:

- Utilize equipment for cleaning paved areas, moving bins, and maintaining lawns and gardens.
- Assist with projects, rubbish collection, and irrigation system maintenance.
- Ensure the upkeep of outdoor areas including lawn mowing, weed control, and tree trimming.

Logistics:

- Support learning and teaching activities by moving furniture and assisting with venue set-ups.
- Assist in monitoring and distributing cleaning products and other supplies across the campus.

Occupational Health and Safety (OH&S):

- Attend relevant OH&S professional development sessions and take responsibility for addressing OH&S matters.
- Proactively identify and manage hazards on campus.
- Obtain relevant certifications in chemical and equipment handling.



Contractor Assistance:

- Assist in arranging and supervising contractors for repairs and maintenance works.
- Liaise with various service providers including cleaning, security, electrical, and plumbing contractors.

Campus Security and Vehicle Maintenance:

- Act as an emergency contact for security providers and manage security callouts (on roster).
- Inspect and maintain security systems, electronic gates, and doors.
- Assisting with maintenance, refuelling and registration of college vehicles, including driving buses as required.

Additional Duties:

- Undertake any other maintenance and grounds tasks as directed by the Executive Team.

Selection Criteria

- Strong understanding of and commitment to maintaining a safe and healthy workplace, including compliance with OH&S regulations and procedures.
- Demonstrated proficiency in managing and undertaking a range of grounds and building maintenance tasks, preferably with experience in property maintenance or a related trade.
- Competency in using email, Microsoft Word, Excel, and computerized maintenance software, with the ability to obtain relevant certifications for equipment handling.
- Possession of a LR or above vehicle license, Class C license, and/or previous bus driving experience.
- Ability to work independently with initiative and attention to detail, while also being an effective communicator and team player.
- Commitment to continuous improvement and the ability to prioritize competing tasks effectively to support the college's maintenance and grounds team.
- Proven ability to build cooperative and supportive relationships with staff, students, parents, and other stakeholders.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Adhering to all policies and procedures outlined by SCBC.
- First Aid certificate.
- Working With Children Card.
- Police Clearance



- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	