



**Courage in Wisdom | Hope in Love**

## Job Description

Title:	<b>Facilities Manager</b>
Reports to:	Executive Business Manager
EBA/Award:	Commercial Contract
FTE:	FTE 1.0
Employment Type:	Permanent Full-time

### Position Summary

This role is directly responsible to the Executive Business Manager and ultimately the Principal. The role is responsible for ensuring the College's facilities and assets are well-maintained for the safe and functional use of the College community. The role oversees regular maintenance of existing property as well as the building or renovation of facilities within the College.

All roles at SCBC are designed to promote the College's vision, mission and Strategic Plan.

### Job Description

- Supervision across the following areas:
  - Maintenance
  - Grounds
  - Cleaning
  - Security – In conjunction with IT Department
- In cooperation with the Executive Business Manager project manage all building and facility projects, including but not limited to new builds, renovation of building and facilities.
- Formulate a structured and comprehensive maintenance plan/program for the College's facilities and buildings.
- To focus on preventive maintenance programs that will ensure long-term conservation of facilities and buildings.
- Lead the maintenance and grounds team in carrying out associated plans and provide technical consultation.
- Evaluate/supervise team performance and facilitate training.
- Coordinate with contractors or trades person that provide services to the College.
- Oversee any installation, inspections, repairs and maintenance in building systems, including physical appearance, mechanical, electrical, plumbing, HVAC, waste management, safety and structural aspects of facilities.
- Ensure emergency maintenance needs are met in effective and timely manner.
- Ensure maintenance of facilities are carried out in a cost-effective manner.
- Attend After hour emergencies.
- Active involvement in maintenance and ground activities (approximately 60% of hands on role).
- Ensure good records management processes are in place.
- Oversee budgets and cost approvals for the area according to delegation schedule.



15. Assists in maintaining an up-to-date register of assets relating to this area (i.e., equipment, fixtures, and inventory), including storage and locations.
16. Ensure regular and timely maintenance of equipment and vehicles.
17. Ensure tools and equipment are in good working order and report on condition when requested.
18. Maintain the College facilities to be a safe and effective working environment.
19. Identify risks and potential hazards and implement plans and policies to address them.
20. Ensure adherence to WHS laws and regulations.
21. Ensure SDS are maintained.
22. Attending meetings as requested as pertaining to the role (e.g. WHS Committee meeting)
23. Regular reporting to Executive Business Manager on progress, risks and budget (costs)

#### Selection Criteria

- Strong communication and people management skills.
- Time management and project management skills.
- Knowledge and experience in tenders, legal contracts and regulations.
- Knowledge and experience in WHS legislations, policies and practices.
- Knowledge and experience in building construction and maintenance programs
- Proven track record in managing staff and contractors.
- Knowledge and experience in technical building management, fire monitoring, HVAC and security systems.
- Experience in analysing energy use and developing cost saving measures.
- Knowledge and experience in financial budgeting.
- “C” Class Driver’s License and ideally LR.
- 5 years minimum experience in related area.

#### General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model 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.
- Working With Children Card.



**Other Matters**

It should be noted that, while detailed, this position description is not exhaustive, and the Principal may by discretion, and in consultation with the Executive Business Manager, vary the responsibilities as required.

Position Held By:	
Signed:	
Date:	