



Kilbreda College is governed by Kildare Ministries and administered by the Kildare Education Ministries Board.

Position:	Maintenance Manager
Reports to:	Business Manager
Key Internal liaisons:	Leadership Team Operations, Risk and Compliance Coordinator Events Committee OH&S Committee
Contract & Conditions	<p>Tenure: Ongoing</p> <p>FTE: 1.0 (full time)</p> <p>Remuneration: Education Support Employee Category A Level 3 (subdivision will be determined based on the successful applicant's previous experience)</p> <p>Conditions: Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018 4 weeks annual leave – to be taken outside of term holidays</p> <p>Dress Code: Maintenance Uniform Supplied</p> <p>Hours of work: 7:30 am – 4:00pm, out of hours attendance will be required at times</p>

All staff members of Kilbreda College are expected to support Catholic education in the Brigidine tradition as expressed in the College's vision and mission statements. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

The Maintenance Manager fulfils a practical hands-on role, as well as providing high level support to the Business Manager in the planning and management of College maintenance, property, and ground requirements. The Maintenance Manager is responsible for actively managing, supervising, and providing direction to the College Maintenance Team and for co-ordinating the use of third-party contractors in delivering maintenance and property needs.

The Maintenance Manager has a range of responsibilities which relate to the safe and efficient maintenance and development of Kilbreda College. These responsibilities are undertaken within Risk Management, Occupational Health and Safety and WorkSafe guidelines at all times.

Child safety: It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

Major Areas of Responsibility

The Maintenance Manager has the following major areas of responsibility:

1. Maintenance and Grounds
2. Supervisor Duties and Responsibilities
3. Occupational Health and Safety
4. Other Duties

STATEMENT OF DUTIES

1. Maintenance and Grounds

- 1.1 Actively participate and coordinate the maintenance team staff in day-to-day maintenance tasks related to facilities, grounds and resources including
 - Maintenance requests
 - repairs and painting
 - gardening and irrigation
 - cleaning and presentation
 - setting up for events and activities
 - transport
- 1.2 Develop and administer a cyclical maintenance program and carry out maintenance checks
- 1.3 Ensure high standard of appearance, presentation, and performance of the College's environment, including buildings, grounds, and landscaping
- 1.4 In conjunction with the Business Manager, develop annual operational plans (Annual Improvement Plans) for the maintenance area that align with the College's Strategic Plan
- 1.5 Develop and maintain the Essential Services Safety Report e.g., inspections, records and up to date register
- 1.6 Prepare, manage, and monitor annual budget relating to maintenance, property, and grounds
- 1.7 Oversee the purchase of necessary items for the efficient carrying out of maintenance works
- 1.8 Ensure all school vehicles and equipment are serviced, cleaned, and maintained in accordance with all requirements
- 1.9 Work collaboratively with the Business Manager to ensure College improvements and other works align with the College Master Plan
- 1.10 Ensure the sound operation of the school's security and alarm system, including attending call outs when required
- 1.11 Schedule works in line with term breaks, seasonal and school term requirements
- 1.12 Maintain all maintenance equipment and a safe and orderly maintenance workspace
- 1.13 Be familiar with and adhere to the Kildare Education Ministries Delegation of Authority Guidelines
- 1.14 Other duties requested by the Principal or Business Manager

2 Supervisor Duties and Responsibilities

- 2.1 Supervise maintenance team staff employed by the College (including casual employees in the maintenance area)
- 2.2 Conduct regular meetings with the Maintenance Team to involve them in planning processes
- 2.3 Develop and utilise electronic systems for prioritising and scheduling of maintenance work
- 2.4 Ensure any logged or requested maintenance jobs are completed promptly and to a high standard
- 2.5 Liaise with Operations, Risk and Compliance Coordinator to facilitate and support College events and

activities, including setups and logistics

- 2.6 Oversee, manage, and meet with contract cleaning company and their staff to ensure the on-going high standard of presentation of the College
- 2.7 Liaise with the supplier of cleaning products (e.g., cleaning chemicals, toiletries) and contract cleaning supervisor to ensure that adequate stock levels are on hand
- 2.8 Ensure compliance with all legislative and College policy requirements
- 2.9 Ensure sub-contractors comply with College policy requirements, including compliance and induction

3 Occupational Health and Safety

- 3.1 Ensure the Kilbreda College Occupational Health and Safety Policy is enacted
- 3.2 Keep abreast of OHS requirements and oversee training as required
- 3.3 Maintain accurate records and register of equipment and chemicals
- 3.4 Ensure storage and usage of equipment and chemicals complies with OH&S legislation and the relevant MSDS
- 3.5 Ensure that WorkSafe practices are followed, and appropriate training of relevant staff takes place
- 3.6 Ensure Kilbreda College complies with the expectations of WorkSafe Victoria – Addressing key risks in schools
- 3.7 Attend the Occupational Health and Safety Committee meetings and communicate matters to all staff
- 3.8 Oversee the testing and tagging of all College electrical items in accordance with regulatory requirements
- 3.9 Oversee the development and maintenance of safe operating procedures for equipment, vehicles, and buildings

4 Other Duties

- 4.1 Meet fortnightly with the Business Manager, to provide an update on and discuss current and upcoming works
- 4.2 Liaise with the Business Manager and appointed builders to manage building projects, including attending site meetings
- 4.3 Liaise with all key stakeholders involved in minor/major capital works
- 4.4 Provide input and recommendations to Architect or Project consultants as required on matters impacting College projects and works

5 General accountabilities for all Staff

- 5.1 Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College
- 5.2 Support and enact the Vision, Mission and Values of the College
- 5.3 Commit to and actively support the College's agenda for continuous improvement as outlined in the Strategic Plan and participate in school improvement planning
- 5.4 Be well informed and comply with all College policies and procedures, including obligations in relation to the Child Safe Standards and processes for reporting suspected abuse
- 5.5 Demonstrate duty of care to students in relation to their physical and mental wellbeing
- 5.6 Demonstrate professional and collegial relationships with colleagues
- 5.7 Adhere to the College's professional dress code for staff
- 5.8 Attend all relevant staff meetings, assemblies, College masses, College Open events, information

evenings, community days etc. and professional learning days / sessions

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

EXPERIENCE, SKILLS AND QUALIFICATIONS

Essential

- Commitment to Catholic Education and an understanding of the importance of charism and spiritual tradition in the life of an order-owned Catholic school
- Strong organizational skills with an ability to prioritize and prepare timely and accurate output
- Ability to maintain maintenance and property records and data
- Experience in proactive management of buildings and grounds and other College assets
- Well-developed interpersonal and verbal communication skills
- Flexibility, initiative, and willingness to work as part of and lead a small team
- Building trade qualification or experience essential
- Construction Induction Training (White card) qualification
- Hold a current and valid bus licence

Desirable

- First Aid Qualifications highly desirable
- Understanding of technical aspects of plumbing, carpentry, and electrical systems

PERSONAL QUALITIES

- Professional and well-developed communication skills
- Ability and capacity to work as part of a team
- Strong leadership skills
- Ability to be hands on when required
- Internal/external customer focus
- Ability to remain calm under pressure
- Concern for compliance and quality
- Ability to develop and mentor others

OTHER INFORMATION

- The successful applicant will be required to undergo a Criminal Record and hold a Working with Children Check
- Must be willing to participate in whole staff activities such as liturgies, spirituality days and staff meetings when required