



## **THE KING'S SCHOOL POSITION DESCRIPTION MAINTENANCE MANAGER**

### **INTRODUCTION**

All positions at The King's School support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

The King's School values all its employees, and it recognises that the service given, in the classroom as well as in support and operational capacities, equally contributes to an environment wherein boys are witnessing professional and dedicated behaviour. All employees of The King's School contribute to those intangibles of tone and ethos which can have a profound impact upon a student

### **ROLE PURPOSE**

As part of the School's strategic plan, this position supports the operational activities for the overall operation of the School maintenance team. The position reports to the Property Manager and manages the maintenance team and a diverse range of service contractors in the ongoing maintenance with a focus on electrical, plumbing, mechanical, fire, building fabric and inclusions, commercial kitchen and Laundry plant and equipment and compliance.

### **KEY ACCOUNTABILITIES**

- Provide support to the Property Manager to ensure all aspects relating to property and asset maintenance at the Parramatta Campus and the Rowing facilities at Putney, including the internal and external fabric of buildings, is undertaken to a high standard and undertaken in a safe manner
- Responsible for the management and direct supervision of maintenance employees, and a broad base of service delivery providers and contractors, to ensure appropriate performance and outcomes
- Organise and supervise the execution of approved maintenance and capital work requisitioned by school staff or as directed by the Property Manager

- Coordinate works, based on stakeholder, site, legislative and WHS requirements, ensuring time, cost and quality standards are met within budget whilst minimising the disruption to staff and students
- Participate in budget planning for minor capital works, maintenance work and plant and equipment
- Schedule and prioritise all maintenance activities on a daily basis
- Develop and maintain planned preventative maintenance schedules for current and new assets
- Establish systems and procedures to ensure all asset management, contractor and compliance data is captured and accessible centrally
- Monitor and ensure the timely response to maintenance and service requests
- Ensure work orders are properly documented upon closing and all service reports are captured when complete
- Ensure staff and contractors are familiar with current WHS requirements, including contractor management
- Develop and implement Safe Work Method Statement
- Identify key risks, conduct risk assessments and ensure appropriate controls are implemented and maintained
- Provide support to Campus Support staff with the set-up of various functions, examinations and hire of facilities
- Establish and maintain a comprehensive and secure key locker and register
- Maintain the fleet of maintenance vehicles and ensure they are cleaned on a weekly basis

## GENERAL REQUIREMENTS

General requirements include:

- Support and advance the mission of the School as a Christian community that seeks to make an outstanding impact for the good of society through its students and by the quality of its teaching and leadership in education.
- Support and advance the values of the School as a community that seeks to promote:
  - Humility
  - Honesty
  - Respect
  - Responsibility
  - Integrity
  - Compassion
  - Excellence
- Model Christian character and good moral behaviour.
- Demonstrate advanced communication and inter-personal skills.

- Create a productive work environment where staff and students are valued and respected.
- Contribute to the collegiality of the School Executive.
- Support the Headmaster and help translate the wishes of the School Governance and School Management into effective practice.

#### **KEY RELATIONSHIPS**

- Reports to the Property Manager
- Strong working relationships with Laundry and Grounds staff, People and Culture, Bursar and Finance team, Teachers and Support and Operational staff.
- Works with internal and external stakeholders and providers

#### **REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE:**

##### **Experience:**

- Demonstrated project planning and management skills
- Experience in the delivery of maintenance managements services (educational facility desirable)
- Ability to multi task, be flexible and work independently and as part of a team
- Ability to manage a diverse work force
- Knowledge of building industry including Work Health and Safety guidelines
- Demonstrated ability to work as a flexible member of a dynamic team
- Sound computer literacy skills including word and excel spreadsheets
- Strong and effective communication skills
- Commitment to quality, professionalism and attention to detail
- Good communication and interpersonal skills
- Initiative and good decision making skills
- Current Driver's Licence
- Honest, reliable, punctual and energetic.
- Desire to learn and develop skills and abilities
- Willingness to accept the Christian ethos of the School

##### **Personal Attributes:**

- Enjoy working outdoors

##### **Qualifications:**

- Relevant qualifications in Facilities Management, building management or trade qualifications

## **WORK HEALTH AND SAFETY**

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety. Your WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times
- Following policies, procedures and lawful direction designed to ensure a safe work environment
- Reporting any hazard, injury, or near miss through the School's RMS system
- Following emergency evacuation and management procedures if required
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties
- Undertaking WHS training as deemed relevant to your role.

## **FINALLY**

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.