



# Catholic College Sale

## Position Description – Facilities Manager

The Facilities Manager is responsible for the general fabric of Catholic College Sale Ltd, arranging maintenance, care of grounds, security, compliance with relevant regulations and Occupational Health and Safety and contract oversight.

### STATEMENT OF DUTIES

#### Specific Responsibilities

- Becomes aware of the total resources and facilities of the College.
- Plans, organises and oversees all building maintenance, garden maintenance and minor development works across the College ensuring the public view of the College is maintained to a high standard.
- Assists the Business Manager, when required, with the management of major building and maintenance projects.
- Prepares and annually reviews cyclic maintenance requirements.
- plans, engages and oversees work carried out by outside contractors;
- Deploys and supervises staff under their control, monitoring attendance and the quality of work.
- Is aware of, and provides advice to the Business Manager regarding, areas where effectiveness and efficiency can be improved.
- Has an operating knowledge of security and fire protection systems installed throughout the College.
- Monitor communications on Facility Manager Phone both in and out of hours, and responds in the event of incident such as fire or alarm system activation.
- Undertakes a periodic re-evaluation of specific cleaning, security and maintenance services and needs across all areas of the College.
- Ensures that all plant, machinery, security and fire systems, including electrical equipment and exit signs are maintained in good operating condition, and that routine services are carried out and recorded as necessary.
- Reports and actions any faults in services: gas, power, water, air conditioning, security and fire systems.
- Ensures that a satisfactory standard of safety, cleaning and sanitary services is maintained;
- Ensures the Testing and Tagging of equipment and Safety Data Sheets (SDS) is up to date.
- Prepares, in consultation with the Business Manager, and manages the annual Maintenance budget;
- Orders furniture and equipment as requested by the Business Manager.
- Orders stock and equipment for the maintenance, grounds and cleaning departments and ensuring that these requirements are stored appropriately and efficiently managed without wastage.
- Verifies and authorises accounts for payment relating to matters under their control.
- Ensures that time clocks on mechanical equipment are adjusted during the seasons to provide for efficient operation.
- Ensures that all tools and equipment in the department are maintained to safe operating standard.
- Organises the movement of furniture and equipment, including setting up for College events and activities.
- Prepares and maintains up to date site plans showing the locations of major services and other relevant information.
- Maintains essential services records and building plans as stipulated by the Business Manager.

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> <li>• Participates as a member of the Occupational Health and Safety Committee and Emergency Management Committee.</li> <li>• Provides timely advice to the Business Manager on OH&amp;S issues.</li> <li>• Actions any other duties as required by the Principal.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your area of work.</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue development of ICT skills, with evolution of College technologies.</li> <li>• Participation in Annual Performance Review activities in required.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Attend College meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal and Business Manager.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Other duties as directed by the Principal and Business Manager.</li> </ul>

SELECTION CRITERIA	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge and experience with Microsoft Office Suite and utilisation of computerised database Systems.</li> <li>• Demonstrated problem solving, organisational and time management experience.</li> <li>• Demonstrated verbal and written communication and interpersonal skills.</li> <li>• Demonstrated understanding and experience of adherence with Privacy Act Legislative requirements.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Excellent interpersonal, verbal and written communication skills, including ability to communicate and engage with children, parents and the school community.</li> <li>• Aptitude to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions.</li> <li>• Ability to engage and maintain strong working relationships with key stakeholders;</li> <li>• Capacity to work to tight timelines.</li> <li>• Capacity to work independently.</li> <li>• Sound organisational skills including strong attention to detail.</li> <li>• Time-management skills.</li> <li>• Leadership qualities.</li> <li>• Self-motivation.</li> <li>• Ability and willingness to accept policy directives.</li> <li>• Maturity.</li> </ul>

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POSITION DETAILS	
Position Category	Category A
Position Hrs	1.0 FTE (76 hours per fortnight)
Reporting Supervisor	Business Manager
Supervisor of Staff	Maintenance, Grounds and Cleaning staff