



Duty Statement

Position title:	Maintenance Coordinator/Manager
Effective date:	October 2022
Position status:	Full time (1.0FTE)
Days of work:	Monday to Friday
Hours of work:	Range from 6.30am – 4.30pm (on a rotational roster)
Award: Agreement:	Educational Services (Schools) General Staff Award 2020 Lake Joondalup Baptist College Inc. Operational School Staff Agreement 2018
Reports to:	Property Services Coordinator through to the Executive Manager Infrastructure & Operations

About the Position

This position works closely with the Property Services Coordinator (PSC) to manage the College's buildings and grounds to ensure maintenance issues are dealt with in a timely manner and that proactive measures are taken to ensure the standard of facilities are maintained at a high level. The Maintenance Coordinator will also be responsible for advice on WHS, environmental and safety considerations. The successful person will have a 'hands-on' approach and most likely have a background in a similar environment or building trade.

In this role you will:

- Be responsible for addressing maintenance requests from students and staff in a timely manner.
- Develop and maintain strong working relationships with the College staff, Grounds team and external contractors.
- Prioritise and plan your working week so that both regular and ad-hoc maintenance matters are attended to in a timely manner.

Duties and Responsibilities

Duties related to the position include, however are not limited to the following:

1. Role requirements and key duties

- The Maintenance Coordinator is one of several reporting to the PSC through to the Executive Infrastructure & Operations Manager.
- The Maintenance Coordinator works closely with other external contractors to ensure timely and adequate maintenance of college facilities in line with the facilities & maintenance budgets.
- From time to time, labour assistance from within the College community is available on a casual basis requiring oversight of the Maintenance Coordinator.

- Sound communication skills are required; both written and oral including the ability to communicate at all levels with the College community.
- Proven ability to prioritise, plan and manage workflows, coordinate responses, manage staff effectively and work efficiently under pressure is critical to the success of this role.
- On a personal level, the Maintenance Coordinator should possess a high level of trade professionalism, motivation, and initiative, appropriate presentation, sound and mature judgement in all matters related to the role.
- Maintaining all OHS requirements for facilities activities onsite, including overseeing compliance by service providers.
- Reliability and tidiness are paramount.
- Work effectively as part of a team, providing mutual support, sharing expertise and managing the development, collection and maintenance of equipment / tools / resources.
- All College staff and students must have up to date COVID-19 vaccinations.

2. Property and facilities maintenance

- Initiate, perform and oversee all maintenance requirements and projects, including ad-hoc maintenance requests from students and staff.
- Scheduling of all legal compliance work, maintaining and reviewing records throughout the year to ensure all compliances are up to date e.g. water, fire, gas and electrical.
- Monitoring and supervising the upkeep and maintenance of equipment.
- Perform and oversee all College events setups and pack downs in conjunction with the PSC.
- Supervise contracts, supplier relations and the efficient acquisition of supplies.
- Ensure testing and tagging requirements are completed in a timely manner and kept current.
- Manage the maintenance and upkeep of all College buildings, equipment, grounds and plant, and related services.
- Understand of electrical and plumbing supplies and how the mains connections impact the College.
- Knowledge of WHS matters for internal and external personnel relevant to this position, including fire and other emergency evacuation procedures.
- Develop 'scope of works' for facility improvements/services and seek out qualified contractors to bid for the work.
- Work with the PSC to develop and maintain working relationships with vendors, negotiate pricing, collaborating work from an approved list of suppliers.
- Ensure scheduled maintenance occurs at times suitable to the college operations.
- Other relevant duties related to facility maintenance, including room refurbishments, building painting, carpets, appliances, plumbing, heating and air-conditioning etc.

3. General duties

- Undertake, on a rostered basis, the opening and closing of the College.
- Assist with the setup of rooms for events.
- Assist with the movement of furniture and equipment around the College.
- General duties that ensure the facilities are ready for staff and students for classes, events and functions.
- Resolve Tracker requests as directed.
- Be on call for security call outs when the Property Service Coordinator is on leave.

- Other grounds and property duties as requested by the Property Services Coordinator or the Executive Manager Infrastructure & Operations.

4. Other duties

- Other duties as delegated by the Property Services Coordinator or the Executive Manager Infrastructure & Operations.
- Attend and undertake duties related to the annual Graduation and Awards evenings.
- Attend and undertake duties related to other College functions as requested by the Executive Manger Infrastructure & Operations.
- Actively engage in staff meetings and training.
- Work co-operatively with other members of the College staff including assisting other areas in times of high demand.
- Support Lake Joondalup Baptist College initiatives that assist the mission of the College.
- Other duties consistent with the position and/or as directed by the Property Services Coordinator, Executive Infrastructure & Operations Manager or Business Manager.

Professional Review

The Duty Statement description as outlined above is intended as a framework for professional review.

Qualities and Skills

1. Excellent and friendly inter-personal skills.
2. Ability to work effectively in a small team environment.
3. General building trades maintenance skills.

Qualifications / Requirements

1. Working with Children Check (mandatory) or proof of application prior to commencement.
2. Nationally Coordinated Criminal History Check through Department of Education Western Australia less than six months old (mandatory) or proof of application prior to commencement.
3. Current Driver's License.
4. Right to work in Australia.
5. Proof of Covid-19 vaccination.
6. Experience using Microsoft Office (Outlook, Word and Excel) or ability to complete training.
7. Experience in Synergetic (software) would be advantageous or ability to complete training.
8. First Aid training or ability to complete training.

Essential Selection Criteria

1. Demonstrate initiative, be flexible and have excellent interpersonal skills.
2. An alignment with the College's ethos and values; acting with transparency, integrity and maintaining clear professional boundaries.
3. An ability to work independently and with initiative.
4. Strong communication skills to be able to understand and address maintenance needs.
5. Have a high level of organisational skills.

6. Ability to work under pressure and meet deadlines.
7. A 'can-do' type attitude and willingness to problem solve.
8. Be self-motivated and a team player.
9. A committed Christian and an active member of a church.

Commencement date: October 2022

Paul Sonneman-Smith
College Principal

September 2022

How to apply and additional information

Please visit the Employment section on the College website <https://www.ljbc.wa.edu.au/Employment.php> and refer to the section 'Application Information'.

Please read through the information

- ✓ Staff Code of Conduct Policy
- ✓ Statement of Faith
- ✓ Employment Collection Notice
- ✓ Employment Application Form

All applications must be submitted with a completed Employment Application Form, this is available for download on the Employment page.

Please ensure that you have included the following documentation in your application:

1. Employment Application Form
2. Covering letter
3. Written response to the Essential Selection Criteria
4. Resume
5. Contact details of two professional referees
6. Certified copies of qualifications where applicable
7. Covid 19 Digital Vaccination Certificate or Exemption
8. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement
9. Working with Children Check, or undertaking to apply prior to commencement
10. A written reference from your Pastor/Minister is desirable

Please submit your application by email and in **PDF Format** to: HR@ljbc.wa.edu.au

All applicants will receive a return email confirming that their application has been received. If you have not received this email within two days of sending your application, please contact the Human Resources Officer on 9300 7444.

Please note that only applicants who are shortlisted for interview will be contacted.

Closing date for applications: 4pm, Monday 10 October 2022