



SACRED HEART GIRLS' COLLEGE

ROLE DESCRIPTION

FACILITIES AND PROPERTY MANAGER

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community
- Promote a child safe environment for all students.

The Facilities and Property Manager is responsible for the care and maintenance of the College grounds, buildings, equipment, property, plant, services and utilities. The Manager leads the Maintenance Team, in ensuring a safe, clean and effective work environment for the College community. The Manager will manage the day to day operations of the team members and contractors and actively participate in the maintenance, grounds and cleaning activities of the College. The Facilities and Property Manager reports to the Director of Business Operations and operates in accordance with College policy and Occupational Health and Safety requirements.

The Facilities and Property Manager supports the provision of a Child-Safe environment and is expected to be familiar with, and comply with, the school's Child Safe policy, Code of Conduct and all other policies or procedures relating to Child Safety.

MAIN DUTIES:

Planning & Managing

- To develop and manage 5 year Maintenance Plan that ensures forward planning for maintenance needs through systematic scheduling of works including term break projects
- To make recommendation to the Director of Business Operations of the maintenance and property issues.
- To lead the Maintenance Team and to manage daily operation and maintenance requirements through a team approach, creating a roster for day to day jobs
- To support the Director of Business Operations in managing the major building projects
- To assist in the implementation and audit of OH&S standards and risk management practices

- Keep up to date and accurate records of works completed and work in progress
- Work with members of the Leadership Team and other relevant staff in the preparation of and setting up for public functions and College events such as whole school assemblies, parent teacher interviews, sports carnivals, open days and the like.

GROUNDS

To ensure the maintenance and upkeep of the gardens and grounds

- To direct, supervise and work with the Maintenance Officers in ensuring the gardens and grounds are well maintained, safe, attractive and sustainable
- To identify when contracting staff are required and liaise with the Business Manager in the hiring, induction and supervision of contract staff.

BUILDINGS

To ensure the maintenance and upkeep of the College buildings and facilities

- To participate in and co-ordinate service delivery of planned and reactive maintenance activities
- To direct, supervise and work with the Maintenance Officers in ensuring the buildings are safe, secure and clean
- To carry out regular and systematic inspections of buildings and grounds to monitor existing works, identify areas of need, plan for future needs
- To work with the Business Manager and members of the Leadership Team to ensure all buildings and work areas meet standards of Government, Council, OH&S and other relevant authorities
- To identify when contracting staff are required and liaise with the Business Manager in the hiring and supervision of contract staff
- To liaise with the contract cleaners to ensure the cleanliness of the College
- To oversee the work of contractors to ensure that work is conducted in a safe manner and to the agreed specifications.

PLANT

To ensure the condition of furniture and plant meets the needs of the College community

- Work with the Maintenance Officers in attending to minor maintenance and repair work as required
- Assess the need for repair or replacement of damaged furniture, fittings and equipment; make recommendations as required
- Make arrangements for the disposal of obsolete equipment in line with the College Asset Register disposal procedure
- Arrange for the regular and timely servicing and maintenance of equipment
- Assist in the maintenance of an asset register of all College equipment.

SERVICES AND UTILITIES

To ensure the buildings and grounds are properly secured, serviced and protected

- To ensure the maintenance and working of all fire protection, security and the essential services register
- To maintain up to date plans and agreements of existing College services and monitor their execution and to be the first point of contact for the Security Company for after hours calls
- To systematically, or when requested, carry out inspections of the effectiveness of services including electrical, plumbing, fire, security systems, waste disposal, heating and cooling.

VARIATION TO ROLE

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

REPORTING RELATIONSHIPS

Reports to	Director Business Operations
Internal Liaisons	Maintenance Officers, College Leadership, Staff
External Liaisons	Contractors and Businesses as required
Conditions	<p>Ongoing, FTE 1.0</p> <p>Conditions are as per the Victorian Catholic Education Multi Employer Agreement (VCEMEA) 2018.</p> <p>8:00am to 4:00pm, Monday to Friday (Overtime may be requested for College events throughout the year.)</p> <p>This is a School Services Officer, Category A position (4 weeks holiday per year) with the level to be determined according to qualifications and experience.</p>