



Loyola College
Position Description
Maintenance Technician

Role:

The Maintenance Technician reports to the Facilities Manager and is mainly responsible for the overall improvement and maintenance of the College buildings and facilities.

Responsibilities:

Your tasks & responsibilities will include:

- Ensure all School buildings and facilities, including the grounds, are always safe, well presented and in good order.
- Ensure all maintenance requests, through the online maintenance system, are prioritised and actioned, through close monitoring.
- Ensure all deliveries throughout the school are dispersed in a timely manner and delivered to the appropriate department or area of the school.
- Assist with the set up and pack up of school functions and events.
- Liaise with and coordinate external contractor works.
- Take a proactive role in identifying and reporting any operational health and safety concerns.
- When required, carry out the end of day/event final lock-up of all school buildings and doors?
- Undertake both preventative and reactive maintenance tasks as required.

It is a condition of employment that the Maintenance Technician wears the required safety clothes and equipment in the performance of his/her duties. Should safety equipment need to be repaired or replaced, or other equipment is required, the Maintenance technician will inform the Facilities Manager who will take appropriate action.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and staff are encouraged to put forward ideas and suggestions to the person to whom they are responsible.

About you:

- Strong communication skills; both written and verbal.
- Good organisational and time management skills.
- Customer focused attitude.
- An understanding and appreciation of relevant OH&S and Work safe requirements.
- Ability to work flexibly under minimal supervision.
- An eye for detail and complete tasks.
- Strong work ethic and proven ability to be a team player.
- Sound IT skills and experience with Microsoft Programs.
- Proven experience in prioritizing multiple work activities.
- Trade qualifications preferred but not essential. However, must have a minimum of 3 years' experience in all general maintenance.

Specific Skills:

- A trade qualification is desirable.
- Experience in trades such as joinery, painting, plastering, tiling is desirable.
- Administrative experience including report writing, email, and record keeping.

Hours of Duties:

This is a full-time role consisting of 38 hours.

The hours will be 8:00am-4.30pm (Monday to Thursday) and 8:00am-3.45pm on Friday.

Salary, conditions, and benefits:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA) apply to this position.
- The Salary is based on the experience and qualifications of the candidate.
- Superannuation is paid based on current Government legislation.
- The position is a full-time School Services Officer SSO Level 4.
- The position is Category A based on four (4) weeks annual leave, to be taken over the student vacation as arranged with the Business Manager (except that the last full week of January is usually not available for leave).
- A discount of around 15% of tuition fees (pro-rata for part-time) applies to staff with children attending the College and is granted at the discretion of the Principal.
- Salary sacrifice options such as Superannuation are approved by the Principal.

Child Safety & Police Checks

- You are required to apply for a Working with Children check prior to commencing employment to comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.
- You are required to apply for a National Police Record Check prior to commencing employment.