

## Position Description *(Team member)*

**Our Vision:** To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.

**Our Mission:** to provide excellent evangelical theological education.

<b>Position Title:</b>	Maintenance Serviceman
<b>Industrial Instrument and classification:</b>	Higher Education Industry (General Staff) Award, Level 4-5.
<b>Reports to:</b>	Maintenance Supervisor
<b>Employment status:</b>	Full time
<b>Primary Purpose of Position:</b>	To maintain the Moore College properties at Newtown, Croydon Park and Parramatta campus' ensuring that the College properties are maintained to a high quality and standard.
<b>Special tools/equipment or conditions:</b>	All workshop equipment and tools. Includes indoor and outdoor work.
<b>Relationships:</b>	<b>Internal:</b> Operations team Students Faculty Wardens
	<b>External:</b> Tenants / Residents Contractors / trades Suppliers

## Selection Criteria

**Essential Criteria:**

- At least 7 years' experience in the building industry or similar
- Trade III Certificate in the Building Industry
- WH&S General Construction Certificate
- Sound level of computer literacy skills, e.g. Microsoft Office
- NSW Driver's licence
- Able to work independently and as a team player
- Good communication skills
- Strong problem-solving ability
- Ability to support and promote the Christian Mission and Values of Moore College.

**Desirable Criteria:**

- Experience in a residential college or aged care setting

## Acknowledgement

**I understand and accept the responsibilities as outlined in this position description.**

Employee Name

Signature

Date

<b>Key Accountabilities</b>		
<b>Key Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
<b>Quality</b>		
<b>Planning and Preparation</b>	<ul style="list-style-type: none"> <li>• Appropriate scheduling and prioritisation of daily jobs, when specific designation has not been provided by the supervisor</li> <li>• Be involved with the receiving of Maintenance Request Forms, assess and carry out all necessary work according to the priority and urgency.</li> <li>• Assist in the purchasing of parts, components and products used in association with the maintenance area.</li> <li>• Identify resources required for each job in advance.</li> <li>• Inform Supervisor of any special requirements for tools and equipment etc.</li> <li>• Work is carried out in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance requests are carried out according to priority.</li> <li>• Ensure appropriate resources are available on time before the job begins.</li> <li>• Jobs are completed as per the agreed schedule.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Work is conducted in a safe manner, ensuring the safety of self and others in work activities.</li> <li>• Contractors and trades carry out work in a safe manner.</li> <li>• Ensure compliance with building industry standards for each job.</li> </ul>	<ul style="list-style-type: none"> <li>• Work is carried out in line with WHS requirements.</li> <li>• Compliance requirements are met for each job.</li> </ul>
<b>Influence</b>		
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Ensures that any relevant information is effectively communicated to affected people before, during and after a job is completed</li> <li>• Listens to customer issues and proposes appropriate solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Communication with students/faculty/residents/staff is done in a timely manner before/during and after the job.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Provide oversight of apprentices and contractors when required</li> <li>• Actively participate in team meetings and training</li> <li>• Collaborate with other departments as required for the completion of jobs.</li> </ul>	<ul style="list-style-type: none"> <li>• Contractors are provided with adequate information and supervision.</li> <li>• Attendance at team meetings</li> <li>• Attendance at training</li> </ul>

Capacity		
<b>Repairs and Maintenance</b>	<ul style="list-style-type: none"> <li>• Liaise with sub-contractors on site to enable them to work efficiently and without hindrance.</li> <li>• Be involved in refurbishing of accommodation including painting, cleaning and detailing.</li> <li>• Assist in ground duties eg. Lawn mowing, clearing growth from overhead electrical wires, clearing roadway grates, sumps and pits.</li> <li>• Assist with the cleanliness of the Property Department motor vehicles.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Completes repairs and maintenance within a reasonable timeframe and to a reasonable standard.</li> <li>• Applies a high level of craftsmanship at all times</li> <li>•</li> </ul>
Sustainability		
<b>Safety and Security</b>	<ul style="list-style-type: none"> <li>• Report to the Property Maintenance Supervisor of any matters that may materially affect the interest and well-being of students, faculty and staff, or the College as a whole.</li> <li>• Support in maintaining the security of College buildings.</li> <li>• Help keep workshop, stores and equipment secure, safe and tidy.</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop is left tidy and clean at the end of each day.</li> <li>• Issues are reported to the supervisor as they arise.</li> </ul>
<b>Other tasks</b>	<ul style="list-style-type: none"> <li>• Be available if needed to assist with set up or pack up for special College functions and ensure adequate time for preparation.</li> <li>• Assist in small projects as directed by the Supervisor.</li> <li>• Perform any other duty or work as directed by the Property Maintenance Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Special functions or projects are completed as per the agreed schedule.</li> </ul>
General		
<b>Community</b>	<ul style="list-style-type: none"> <li>• Demonstration of the College's values</li> <li>• Make a positive contribution to the College culture</li> <li>• Assist and cooperate with other teams</li> <li>• Encourage teamwork and foster good communication.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in team and staff meetings</li> <li>• Contributes to the College culture</li> </ul>

<b>Risk and Compliance</b>	<ul style="list-style-type: none"> <li>• Compliance with WHS legislation, policy and Procedures</li> <li>• Participate in, promote and raise awareness of WHS in the College community.</li> <li>• Contribute to the maintenance of a safe, clean environment in the College community.</li> <li>• Ensures compliance with College policies and procedures, applicable legislation and regulatory frameworks.</li> <li>• Manages risk appropriately in all work activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of participation in WHS activities, e.g. training.</li> <li>• Evidence of risk management in work activities.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Maintain current competencies.</li> <li>• Attend internal and external training as required.</li> <li>• Participate in the annual performance review</li> </ul>	<ul style="list-style-type: none"> <li>• Competencies remain up to date.</li> <li>• Evidence of participation in internal and external training.</li> <li>• Performance reviews are completed annually</li> </ul>