

## Position Description

About Moore Theological College	
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.
Our Values:	Christian Faith, Integrity, Grace, Service, Community, Scholarship, Gender Complementarity, Freedom of Enquiry, Integration, Stewardship, Innovation and Improvement, Cooperation and Teamwork

Position Details					
Position Title:	<b>Tradesperson</b>				
Primary Purpose:	To maintain properties owned by or affiliated with Moore College to a high quality and standard, including at Newtown, Croydon Park and Parramatta.				
Classification:	Higher Education Industry – General Staff – Award, Level 4				
Special tools/equipment or conditions:	All workshop equipment and tools (available for use). Includes indoor and outdoor work. National Police Check required.				
Relationships:	<table border="0"> <tr> <td style="vertical-align: top;"><i>Internal:</i></td> <td style="vertical-align: top;"><i>External:</i></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Faculty</li> <li>• Staff</li> <li>• Wardens</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Students</li> <li>• Tenants / Residents</li> <li>• Contractors / Tradespeople</li> <li>• Suppliers</li> </ul> </td> </tr> </table>	<i>Internal:</i>	<i>External:</i>	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Staff</li> <li>• Wardens</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Tenants / Residents</li> <li>• Contractors / Tradespeople</li> <li>• Suppliers</li> </ul>
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Reports to:	Maintenance Supervisor				
Date of issue:	November 2024				

## Qualifications, Skills, Knowledge and/or Experience

### Essential:

- Strong experience in the building industry or similar
- Trade Certificate (Certificate III or above) relevant to the Building Industry
- General Construction Induction Card (White card)
- Current NSW driver licence
- Demonstrated ability to work independently and as a team player
- Strong problem-solving ability
- Good communication skills
- Sound computer literacy skills e.g. Microsoft Office
- Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College

### Desirable:

- Trades / Building / Maintenance experience in a residential college, aged care setting, hospital, school, government department or similar

## Acknowledgement

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

Name:

Signature:

Date:

**Key Accountabilities**

Key Performance Area	Key Tasks	Performance Indicators
Quality		
Planning and Preparation	<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>
Compliance	<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>• Ensure contractors and other tradespeople 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>
Influence		
Communication	<ul style="list-style-type: none"> <li>• Ensure that any relevant information is effectively communicated to affected people before, during and after a job is completed.</li> <li>• Listen to customer issues and propose 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>

Teamwork	<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		
Repairs and Maintenance	<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 accommodation including painting, cleaning and detailing.</li> <li>• Assist in ground duties e.g. 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> </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> </ul>
Sustainability		
Safety and Security	<ul style="list-style-type: none"> <li>• Report to the Maintenance Supervisor any matters that may materially affect the interest and well-being of students, faculty and staff, or the College as a whole.</li> <li>• Provide 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>
Other tasks	<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> </ul>	<ul style="list-style-type: none"> <li>• Special functions or projects are completed as per the agreed schedule.</li> </ul>
General		

Community	<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>• Encourage teamwork and foster good communication.</li> <li>• Assist and work collaboratively with others.</li> <li>• Actively participate in team and other meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in team and other meetings.</li> <li>• Contributes positively to the College culture.</li> </ul>
Risk and Compliance	<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>• Ensure compliance with College policies and procedures, applicable legislation and regulatory frameworks.</li> <li>• Manage risk appropriately in all work activities.</li> <li>• Undertake other duties as directed by the relevant supervisor/manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of participation in WHS activities, as required, e.g. evacuation drills, training, etc.</li> <li>• Evidence of risk management in work activities.</li> <li>• When applicable, documents are regularly updated in the record management system.</li> </ul>
Professional Development	<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 conducted annually.</li> </ul>