



EMPLOYMENT OPPORTUNITY

Currently available

MAINTENANCE MANAGER

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint a **Maintenance Manager** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

The Role

- This is a permanent fulltime (1.0 FTE) position
- Please see Maintenance Manager Role Description on page 2
- **Commencement date:** Tuesday 4 January 2022 or earlier
- **Remuneration:** \$80,000 pending experience and in accordance with the NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023

Specific criteria:

- Outstanding handyman skills
- Excellent interpersonal skills
- Capacity to lead teams

Application documentation must include:

- **Only applicants eligible to work in Australia may apply for this position**
- and signed Toongabbie Christian College General Staff Employment Application form: www.tcc.nsw.edu.au
- CV to demonstrate suitability for the position, including qualifications, relevant experience, current position responsibilities and employment history
- Certified copies of qualifications where applicable
- Current Working With Children Check (Employment) or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date
- Demonstrate evidence of a COVID-19 Digital Certificate

Application process

- Submit application via email only to employment@tcc.nsw.edu.au
- Indicate in subject line the following: **Application: Maintenance Manager**
- **All documentation submitted as a single PDF document**
- Specific enquiries regarding this position may be addressed to Dr Johan Griesel, Principal on (02) 8863 2952 or jgriesel@tcc.nsw.edu.au
- **Closing date:** Monday 6 December 2021 at 9.00am, but applications will be considered and interviews conducted as applications are submitted

Selection process

- Interviews for this position occur upon receipt of application.

The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.

ROLE DESCRIPTION

MAINTENANCE MANAGER

1 PURPOSE OF THE POSITION

The Maintenance Manager leads a team of maintenance & cleaning staff and bus drivers in order to fulfil the necessary operational functions of the College. The role also entails carrying out repairs, maintenance, minor building and furniture alterations and assist with the College event set-ups as an integral team member and team leader. The Maintenance Manager liaises with contractors and other service providers on behalf of the Principal. The role requires the coordination and management of compliance requirements applicable to the site.

2 REPORTING RELATIONSHIPS

Reports to _____ Principal

This position _____ Maintenance Manager

Direct report _____ Maintenance Team

Cleaning Staff

Bus Drivers

Non-reporting relationships_ Deputy Principal Primary

Deputy Principal Secondary

Deputy Principal Teaching and Learning

Business Manager

Head of Primary Operations

Head of Sport Secondary

Primary Sports Organiser

3 PERSON SPECIFICATION

- Excellent personal relationship abilities with all relevant stakeholders including internal or external to the College, including students.
- Demonstrate capacity to lead, nurture and influence individuals and teams.
- Use good judgement and decision making to develop effective and efficient solutions.
- Demonstrate outstanding handyman and practical skills.
- Good writing and computer skills.
- Have a good eye to ensure consistency in the aesthetic appearance of the grounds.

4 RESPONSIBILITIES

Demonstrated commitment to:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Setting an example to students, staff and parents/carers in matters of faith and conduct
- Demonstrate a growing understanding of the place of education, teaching and learning within a Biblical Worldview.

Team Leadership

- Supervise, coordinate and direct the Cleaning Staff and Maintenance Team including rostering, task delegation etc, ensuring work is completed to schedule and is of high quality
- Supervise, coordinate and direct bus drivers including rostering and monitoring driving behaviour.
- Determine maintenance priorities and schedules, including providing direction to the Maintenance Team.
- Conduct regular (minimum fortnightly) toolbox meetings with different teams and keep minutes of meetings
- Where necessary, collaborate with the Principal and Business Manager on capital works projects.
- Complete work or assign work to other Maintenance Team members as a result of the WHS Committee meeting.
- In collaboration with the Principal and Business Manager, prepare and manage the budget for the maintenance of the College property and for the Maintenance Team.
- Develop each team member professionally and through the College system.
- Ensure safe work practices with an emphasis on safety, hygiene and controls.

- Ensure that the workspaces including Maintenance Manager's office and the Maintenance workshop are clean and tidy while adhering to safe working procedures for all activities.

Maintenance

- Carry out repairs, maintenance, minor building and furniture alterations and assist with College event set-ups as an integral leader of the Maintenance Team.
- Carry out repairs and maintenance work as required and within the technical and trades experience and qualifications.
- Attend to incidental cleaning tasks as required for eg, gutters and grated drains.
- Discuss with the Line Manager regarding professional and compliance services to be engaged eg arborist or professional plumber.
- Complete job requests as required, through the Helpdesk.
- Responsibility to ensure that the facilities and College grounds are physically safe so as to prevent or reduce the possibility of an accident, identifying and recommending solutions to problem areas.
- Ensure that the College grounds and surrounds complement the environment and present a tidy and professional appearance
- Arrange pest inspections and treatments, as required.
- Arrange for tree management to be carried out in accordance with the Arborist report.
- Ensure fire safety equipment is regularly checked and maintained in line with requirements.
- Order supplies for Cleaning Staff and Maintenance Team.
- Perform due diligence relating to quotations for services and supplies.
- Advise the Principal and Business Manager on property issues including but not limited to, regulatory matters.
- Act as contact person for the maintenance of rental properties.

Events

- Oversee and participate in, the general set up and takedown of furniture for events, where relevant.
- Ensure that set ups, takedowns and the general movement of College furniture and equipment is carried out safely and with appropriate timeliness.

Bus driving

- Ability to drive a 14 seater mini bus.

Cleaning

- Develop the cleaning schedule and roster of cleaners and organise for replacement cleaners, when necessary.
- Arrange for substitute cleaners when needed.
- Coordinate, supervise and schedule all cleaners to ensure that the College is effectively cleaned.
- In collaboration with the Business Manager, organise all waste collection including appropriate contracts.
- Arrange appropriate cleaning contacts for areas such as carpets and hygienic services.
- Organise appropriate recycling of used item where possible and economically feasible.
- Organise and oversee deep cleaning services, if required.

Security

- In collaboration with the ICT Operations Manager, oversee the locking and unlocking of the gates for events and for daily operations.
- Coordinate appropriate locks and alarms to ensure appropriate restriction of entry to the College property by unauthorised people.
- Ensure security lighting is maintained and in good working order.
- When appropriate, contacting relevant authorities or contractors when damaged property is discovered, and to ensure that necessary repairs are carried out to secure damaged area.

Work Health and Safety

- Attend and contribute to the WHS Committee and associated WHS Committee Meetings.
- Participate in WHS consultations on matters that affect the Team.
- Participate in the development and review of safe work practices and WHS procedures relating to work.
- Contribute to and follow safe work practices and WHS procedures.
- Know and participate in emergency evacuation procedures including the responsibility of warden as required.

- Wear appropriate PPE as required.
- Identify, report, isolate and where feasible repair any potential hazards.
- Report incidents, accidents, near misses and injuries as required.
- Implement the indication of all sub-contractors or service providers in accordance with College policy.

4 AGREEMENT

This role description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this position. This role description should be read in conjunction with the employee's current conditions of employment and the provisions of the *NSW Christian Schools General Staff Multi-Enterprise Agreement 2020–2023*.

Employees will also be required to follow any other job-related instructions and College policies, and to perform other role-related duties requested by the Line Manager (Principal) to support the College's compliance with legislative obligations.

The Line Manager (Principal) may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review through regular performance conversations with the Line Manager and also goal setting through Educator Impact.

Note: As this is a new role, this role description may be reviewed at the end of each year to ensure that the position aligns with the evolving needs of the College.