

POSITION TITLE: Team Member Property and Works
LEVEL: (School Employees) The Mercy Education Ltd Non-Teaching Staff Enterprise Bargaining Agreement 2014
HOURS: Full Time 38 hours per week with flexibility to accommodate after hours work and weekend work as required.

ORGANISATIONAL RELATIONSHIPS

Position reports to: Business Manager via Team Leader
Supervision of: N/A
Internal Liaison: All departments.
External Liaison: College Suppliers

POSITION OBJECTIVES

The Team Member Property and Works is responsible for providing support and assistance to the maintenance, grounds and services functions of the college.

POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.



CORPORATE ACCOUNTABILITY

- Comply with the College's Code of Conduct, management directives and approved policies and procedures.
 - Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
 - Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
 - Display and promote the type of leadership and activities that will positively influence team culture and business performance.
 - Deliver effective use of the College's resources (equipment and other) within the levels of accountability.
 - Ensure compliance with the College's corporate values in the management and delivery of programmes, as follows:-
 - Continuous improvements.
 - Organisational wellbeing.
 - Customer service.
 - Money matters.
 - Safety.
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KEY DUTIES / RESPONSIBILITIES

MAINTENANCE

- To carry out general maintenance works, repairs and servicing as required ensuring the secure and safe use of all College facilities.
- To conduct general maintenance of grounds tools, equipment and machinery.

GROUNDS

- To carry out general grounds works, repairs and servicing as required ensuring the secure and safe use of all College facilities.
- Gardening and pruning as required.
- Take on special landscaping or planting projects as deemed necessary by the Team Leader.

SERVICES

- To provide support and assistance for College projects, activities and events throughout the calendar year. This includes event set up and removal.
- Actively support College events.

OTHER

- Complete all tasks assigned by the Team Leader in a timely and efficient manner.
 - To work in conjunction with all staff and follow through all matters to completion in relation to issues that has been raised relating to Occupational Safety and Health pertaining to grounds.
 - To provide support and assistance in the emergency management procedures for the College.
 - Other duties that may be assigned.
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EXTENT OF AUTHORITY

Authority to act within established practices and to make decisions within clearly established guidelines.

REQUIREMENTS OF THE POSITION

Working Relationships:

- Principal;
- Director of Business;
- Property and Works Team Leader;
- All staff

Key Results Areas:

Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgement and solve problems within the scope of the position.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:

- Work closely and cooperatively with all staff members.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.

Customer Outcomes:

- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met.
- Deliver exceptional customer services.

Skills and Abilities:

- Able to operate as part of a cohesive Property and Works team.
- General knowledge and experience in maintenance, grounds and services management and maintenance.
- Capable of vigorous physical labour associated with property and works operational tasks.
- Reliable and able to perform routine tasks without supervision.
- Strong attention to detail.
- Demonstrated commitment to contributing to a positive and constructive team environment.
- Analytical and problem-solving skills.
- Knowledge of Occupational Safety and Health Policy including safe work practices related to grounds operations.
- Ability to work effectively in a busy environment.

Qualifications / Training

Essential

- Current MR licence with an 'F' extension (or willing to obtain)

Desirable

- Trade Qualification or horticulture/landscaping
- Current Senior First Aid certificate.

Personal Attributes

- Initiative;
- Flexibility;
- Reliability;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people.