



De La Salle College Malvern Maintenance and Facilities Officer POSITION DESCRIPTION



De La Salle College Malvern is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College is an equal opportunity employer.

*“The young should be able to see in your wisdom how they should behave.”
St John Baptist de La Salle - (Med 132.1—on the life of Saint Norbert)*

Role Purpose

The Maintenance and Facilities Officer supports the mission, vision and philosophy and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships and the safety and wellbeing of all students is at the forefront. This role reports to the Property Manager and is part of the Maintenance team.

Key Areas of Responsibility

The main responsibilities of the position are;

Garden & Grounds Maintenance

- Develop and implement a cyclical maintenance schedule to ensure gardens and grounds are well-presented and maintained.
- Undertake general maintenance tasks, including weeding, watering, fertilising, mowing, and planting as required.
- Maintain equipment such as sprinklers, mowers, and hoses.
- Assist in implementing College landscape plans and planting initiatives.
- Meet regularly with the Property Manager to clarify issues and expectations regarding grounds maintenance.
- Monitor College protocols regarding bus usage, reporting any incidents or breaches.

Property & Facilities Coordination

- Manage daily Open-Up and lock-up schedules.
- Lead and assist team members in setting up areas for assemblies, exams, and special events.
- Review and assign maintenance requests via MyMaintenance system.
- Serve as point of contact for contractors, including early-start site access.
- Ensure all maintenance tasks are completed efficiently and in compliance with College standards.
- Monitor corridors, classrooms, and key facilities to ensure safety and functionality.

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role;
- Be familiar with the College's First Aid and Emergency procedures;
- Attend whole College events such as Faith Formation days, sports events and College assemblies;
- Participate in annual performance reviews;
- Maintain up-to-date knowledge of OH&S regulations and property maintenance standards;
- Attend training and professional development programs to ensure compliance with updated OH&S requirements;
- Actively promote OH&S compliance across all College activities.

The Maintenance and Facilities Officer will be expected to carry out other duties from time to time that are broadly consistent with this position description or as directed by the Principal or any other member of the Executive team.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

Occupational Health & Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

Criteria

Personal Requirements/Competencies

- Proven experience in maintenance, facilities management, or similar roles;
- Strong organisational skills with the ability to coordinate multiple tasks and staff;
- Knowledge of OH&S regulations and safe work practices;
- Ability to work independently and as part of a team;
- Strong communication skills and professional approach;
- Experience with grounds maintenance and gardening is highly desirable;
- Alignment with the values and Catholic ethos of the College;
- A commitment to the College's Child Protection – Child Safety and Wellbeing Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Flexibility and ability to operate effectively in a changing environment;
- Working with Children Check for Victoria and National Police Record Check required prior to commencement.

Accountability

Reports to: Property Manager
Internal liaisons: Principal, Business Manager, Staff
External liaisons: Contractors and suppliers

Conditions

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Employer Agreement 2022.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. All employees at De La Salle College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Classification: School Services Officer, Category A, Level 4
Employment Status: Ongoing
Time Fraction: Part time (with flexibility during peak periods)
Hours of Work: 8:00am to 4:00pm
Leave: 4 weeks annual leave

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.