



POSITION DESCRIPTION

Position: Facilities Officer

Classification:

Reports to: Facilities and Grounds Manager

Tenure: Ongoing

The key duty of the Facilities Officer is to assist with the day-to-day maintenance of the College complex, in ensuring a pleasant and safe working environment for students and staff. The incumbent is required to deal with a diverse range of operational and maintenance matters, particularly in providing timely support for college activities and events.

In addition, as a member of the Facilities and Grounds support staff, to undertake a range of duties concerned with the College premises and ancillary duties to support the operation of the College.

KEY RELATIONSHIPS: Staff, Facilities & Grounds Administrator, Facilities & Grounds Manager, Grounds & Events Coordinator, Director of Corporate Services

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

- Undertake indoor and outdoor general maintenance duties around the College complex, including all buildings and related structures
- Carry out general works, repairs, servicing and preventative maintenance as required, ensuring the secure and safe use of all College facilities
- Keep entrances to the College, inside and out, clean and clear of obstructions at all times
- Ensure the highest standards of work are achieved in an efficient and timely manner
- Assist with logistics for co-curricular and College community functions, when required
- Ensure work areas and maintenance areas are kept clean, tidy and secure at all times
- Comply with College policies, procedures and maintain an active health and safety culture
- Undertake some overtime and weekend work
- Other duties as required

Role Requirements

- Able to safely and competently operate tools and equipment necessary to the role
- Fit and able to carry heavy items/packages
- Able to climb stairs and ladders to 2.0m working height

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Fit and able to carry out manual tasks in all conditions

- Wide range of practical skills & a demonstrated ability to carry out maintenance tasks
- Demonstrated ability to operate and maintain tools and equipment and apply safe working practices
- Ability to work under direction with limited supervision & in a small multi-skilled work environment
- Good interpersonal, written and oral communication skills.
- Ability to work collaboratively as part of a team
- "C" Class driver's licence

Desirable

- "MR" Class driver's license
- Trade Qualification

3. TERMS OF EMPLOYMENT

- 4 weeks annual leave
- Occasional evening and weekend work may be required
- Requirement to work rostered shifts
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: February 2025