


Position Description	THE KING DAVID SCHOOL 
Carpenter/ Maintenance Officer	

Organisational Relationships

The Maintenance Officer is part of the Administrative support staff unit of The King David School under the responsibility of the Chief Operating Officer (COO).

This position reports directly to the Facilities Manager, who in turn is required to report to the COO.

Position Objective

- To provide maintenance and repairs of a non-trades nature
- Report and advise on required maintenance
- Ensure tradespeople attend site and complete required work in timely and efficient fashion
- Provide janitorial services
- Mail delivery
- Assist in the preparation of regular reports and budgets

Minor Maintenance and Repairs

To provide general maintenance of a non-trades nature under the instruction of the Facilities Manager.

All works should be undertaken in a timely and efficient manner, ensuring the safe operations of the schools and work environment at all times.

Report and advise

To promptly report on maintenance which is beyond the scope of the position such as tree safety, condition of fences, engineering issues , air conditioning or heating repairs, plumbing or electrical , glass repairs, etc

Janitorial

The position shall complement and support the cleaning contractor and staff at the school by:

- Ensuring the restocking and delivery of Consumables, Chemicals, Paper
- Undertaking the Waste / recycling management at the relevant site
- Furniture removal relocation both within school term and during non-term time
- Associated major furniture and equipment moves at end of year and exam time

Other duties

Include but not limited to:

- As the School's operation is conducted on more than one campus you will be required to complete your duties at more than one location.
- At all times ensure that any campus is secure.

Understanding of OH&S

Staff are required at all times to operate within a safe environment, ensuring safety standards are in place.

Staff are required to undertake the appropriate isolation and tagging of unsafe machinery and situations. The School will continue to implement an improved standard of O H & S and the staff are required to actively develop and support this program.

Hazard reporting

Staff must report any hazardous situation. Furthermore, staff will ensure that there is the correct management of the situation prior to repair and /or isolation of the affected area.

Working at heights

The School procedure requires that no work over 2 metres is undertaken by school staff. Areas should be isolated with barrier tape etc. until contract staff arrive.

Personal Protective Equipment

The School shall issue personal protective equipment (PPE) and wet weather gear, which at all times remains the property of The King David School. The staff have a responsibility for the general upkeep of all school maintenance equipment and tools, and PPE. Staff are required to account for PPE at least every 3 months, and to report the failure of tools and equipment etc.

Record keeping

The Maintenance Portal forms a logical work record of accountability for the hours spent, that the work is completed, and may be a record required by law to ensure the safe operation of the site. Upon completion, add any relevant comments and mark the job as completed on the Maintenance Portal.

Performance measures

An annual review of performance will be undertaken.

Prerequisites

- Working with Children Check required prior to commencement.
- Current Victorian Drivers Licence.
- Safe driving record
- Permanent residency with excellent communication skills.
- Pleasant manner in dealings with students, staff and/or parents

Key performance criteria

These criteria will be a major part of the annual performance review

- Attending to work requests in a timely manner
- Working within the team to ensure an effective outcome for up to date maintenance
- Reporting regularly to the Facilities Manager

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