



ROLE DESCRIPTION

MAINTENANCE TRADE ASSISTANT

ROLE PURPOSE

The Maintenance Trade Assistant works as a member of the Property Team which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the Property team is to deliver a broad range of services to support the School's educational mission. Within that context, this role focuses primarily on providing property support and service for approximately 400 employees and the day to day processes of the Property department.

ROLE RESPONSIBILITIES

The Maintenance Trade Assistant reports directly to the Maintenance Manager. This position will provide assistance in the maintenance and repairs of the buildings across all School campuses and facilities. The Maintenance Trade Assistant will meet all day to day maintenance duties in co-operation with all Maintenance Team members. As with all School employees this role is ultimately responsible to the Headmaster.

ROLE ACCOUNTABILITY

Organisational:

- Working as part of the broader school community to perform routine and unplanned maintenance as required.
 - Attend regular meetings with the Maintenance Manager to schedule the daily tasks from the Schools Job Watch system.
 - Identify cost efficiencies and process improvement opportunities associated with the function of the role.
 - Basic understanding of purchase/work order processes.
 - Participate in the emergency management processes for all properties.
 - Undertake functions/event set up as required.
 - Participate in all maintenance and improvement works.
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- Deliver and collect maintenance materials from suppliers.
 - Identify training and development opportunities and undertake professional development as required.
 - Communicate effectively with all staff within the Knox Grammar School community.

Leadership:

- To promote and support the Continuous Improvement Program and strategic objectives as outlined in the Departmental Operational Plan.
- To foster a centre of excellence ethos by exploring opportunities for improvement, implementing systems, processes and procedures that drive qualitative and quantitative outcomes.
- To lead and foster a culture of continuous learning, improvement and accountability.

Customer Service:

- Ensure all interactions with colleagues, staff and visitors is courteous, with a service-oriented attitude.
- Proactively ensure that all work undertaken meets the satisfaction of the internal stakeholder.

ESSENTIAL CRITERIA

- A level of proficiency in a range of maintenance activities.
- Excellent attention to detail.
- Continuous Improvement mindset.
- Ability to work easily and effectively with a wide range of people.
- Ability to work in a very busy, ever changing environment, prioritise and manage multiple projects and responsibilities.
- Ability to be flexible, exercise sound judgement and problem solve.
- Good work ethic, reliable and honest.
- Willingness to work overtime when necessary.
- Ability to work autonomously or as part of a team.
- Driver's licence.

DESIRABLE CRITERIA

- Experience working in facilities management and/or a school environment.
- Trade qualifications or working towards a qualification.

WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- Reporting incidents or accidents to the appropriate staff as soon as possible.
 - Reporting any near miss incidents to the appropriate staff as soon as possible.
 - Working within the WHS management systems that have been adopted by the School.
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APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the person will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

REMUNERATION

The Trade Assistant is employed under the general terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017* or any industrial instrument that replaces that Agreement. The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The role may require flexibility in work hours when workload demands.

Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary. The incumbent will need to complete a functional assessment prior to an employment offer

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation