



## Maintenance Officer

The Maintenance Officer reports to the Resources and Facilities Coordinator through the Head of Maintenance.

Child Protection legislation requires that, as the preferred applicant of a position classified as child-related employment, you must meet the requirements of the Working with Children Check. Your appointment may be reviewed if information relating to any child-related offence is revealed.

### Basic Role Purpose

The Maintenance Officer has responsibility for the good order, maintenance, repair and presentation of buildings, facilities and resources primarily at the Chatswood Campus and at Oxford Falls (Treacy Complex and ovals) as regularly required and occasionally at Workul Koo at Wamberal. The position requires diligence, initiative, proactivity and an eye for detail.

### Values

The Maintenance Officer:

- supports the Catholic ethos of the College and the charism of Edmund Rice
- works constructively with others in a supportive climate of trust and open communication
- fulfils all duty of care responsibilities
- is punctual to work and adheres to the appropriate length of breaks
- respects the privacy of all members of the College community and exercises sound judgement in handling sensitive information and situations
- adopts an appropriate manner in respect to dress, appearance, language and conduct.

### Duties include:

- completing a variety of maintenance and repair tasks to a high standard of workmanship, involving a practical knowledge of a range of trades, particularly carpentry or a related trade, e.g. metalwork, glazing
- deploying furniture and other equipment as required
- maintaining and enhancing the College's gardens, landscaping and presentation
- performing cleaning duties, including spot or emergency cleaning, within College buildings and grounds to a high standard of hygiene, care and presentation
- with the appropriate licence(s), driving/operating any of the College's vehicles and equipment as required
- being committed to, undertaking training and developing skills relevant to the needs of the College and with the support of the College in time and cost
- knowing and applying relevant WHS regulations and requirements
- assisting in the compilation and implementation of a cyclic schedule of maintenance
- when directed, inducting and liaising with suppliers, tradesmen, contractors and specialist personnel particularly with respect to overseeing, implementing and documenting proper WHS practices and protocols within the College environment

- securing College premises as required
- upkeep and checking lighting, power and plumbing systems throughout the College buildings and grounds so they present in a safe and working order
- clearing drains and gutters as required
- when directed, working at either College campus - Chatswood or Oxford Falls, and occasionally at Wamberal
- working as directed by the Head of Maintenance and/or Resources and Facilities Coordinator
- attend and/or complete all Mandatory Training

Other duties as assigned from time to time by the Principal

Reviewed: August 2026