



Donvale Christian College

Position Description

Position:	Maintenance Manager
Accountable to:	Property Manager
Major Relationships:	Business Manager Grounds and Maintenance Staff Senior Leadership Team Assistant Business Manager
Position Details:	Full Time

Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience, academic attainments and address the duties and responsibilities listed in the Position Description. Three referees are required to be listed, including one church reference demonstrating an active faith.

Applications which will be received as advertised until **Tuesday 12 March 2019** and should be marked '**MAINTENANCE MANAGER**' and sent via email to:
employment@donvale.vic.edu.au

Donvale Christian College:

Donvale Christian College is located in the eastern suburbs of Melbourne having opened in 1975. The current enrolment is over 1300 students from Prep to Year 12 and the total number of employees is approximately 150.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Board is totally elected by the membership of Donvale Christian College Ltd. The Principal is appointed by the Board and together they appoint staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and to ensure a sense of harmony between home and School, the College has adopted a Statement of Faith based on a Christian worldview. All parents and Staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

Staff members are expected to actively support the Christian aims of the College. Membership of a Bible based worship community is one of the criteria that has to be satisfied to successfully gain employment.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children.

The core business of Donvale Christian College is to be a biblically directed learning community. Everyone and everything in this community serves this purpose. Each person in the College community has been gifted by God to make his or her contribution to the learning and teaching for which God has brought the College into being.

Role

As part of the DCC community, the Grounds and Maintenance Team help create a Christ Centred inspirational learning environment. The role of the Maintenance Manager is to manage and lead the team to support this goal. The Maintenance Manager role works alongside the Property Manager (who has responsibility for the College's Masterplan) to ensure the College grounds and buildings are well maintained.

College requirements

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff retreat.

Essential Duties and Responsibilities

Staff Management

- Manage and develop the Grounds and Maintenance Team.
- Lead a team able to prioritise work schedules and meet agreed deadlines.
- Work with the Grounds and Maintenance Team to develop a schedule of works to ensure effective use of team resources and correct completion of work for the College.
- Hold regular toolbox meetings and ensure all tasks are actioned.
- Oversee staff timesheets.
- Ensure staff are trained appropriately in the use of College machines and equipment.

Management of maintenance tickets

- Lead the Grounds and Maintenance Team to ensure the College buildings and grounds are safe, operational and clean.
- Manage the maintenance ticketing system to:
 - allocate staff and ensure resources for the completion of required work.
 - communicate with College staff as to the status of work requested and possible interruptions in relation to scheduled works.
 - Approval of works.
- Develop a preventative maintenance schedule programming regular maintenance and checks.
- Ensure JSA/SWMS are completed as required.
- Manage and schedule College working bees.
- Manage the Grounds and Maintenance budget, including approving creditor invoices and monthly expenditure.
- Update Essential Services Inspection System on completion of maintenance tickets.

Contractors

- Day to day management of on-site grounds and maintenance contractors; ensuring that all contractors receive site safety inductions and maintain proper checks and policy inductions via LinkSafe.
- Manage and oversee the College's cleaning contract to ensure high standards of cleaning are maintained.

Workplace Health and Safety

- Lead a culture of WHS within the Grounds and Maintenance Team.
- Ensure the safety of workers, contractors, and members of the DCC community.
- Ensure machines and equipment are maintained in good working order and operated safely.
- Carry out workplace inspections.
- Ensure that the College meets essential services requirements and OHS standards.
- Member of the College Workplace Health and Safety Committee.
- Prepare monthly incident and WHS report.

Other

- Where required, assist with the completion of maintenance tasks and other projects.
- Be available on a roster basis, to assist with College Working Bees, which are held once a month on a Saturday.
- Be on call for Alarms and Security, as required.
- Oversight of the Tree Management program.
- Other projects and duties as identified.

Experience and requirements

- Experience managing staff and external contractors is essential.
- Similar experience in a School is highly desirable.
- Trade qualifications/experience is desirable.
- Knowledge and understanding of OHS legislation and requirements is desirable.
- Excellent work ethics including the ability to be flexible during peak times.
- Excellent communication skills.
- Ability to work under pressure.
- Working with Children Check is essential.

College Expectations:

All staff are expected to:

- Support the College's guidelines and policies.
- Implement the programs, teaching practices and other activities as decided by the College.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team/s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform their responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.