

Maintenance Officer

Position Description

1. STATEMENT OF COMMITMENT TO CHILD SAFETY

We are committed to child safety. We want children to be safe, happy and empowered and have zero tolerance of child abuse. We understand our legal and moral obligations to treat all concerns seriously and to report allegations and concerns about a child/ren's safety and wellbeing to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

2. POSITION PURPOSE

To liaise with staff and committee on maintenance priorities and co-ordinate all general maintenance. To co-ordinate and supervise SPK working bees (requires being familiar with SPK WHS Policies). Support the project manager in the instance of capital works or grants projects.

3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for a person who is able to undertake small to medium maintenance task and is able to coordinate suitably qualified trades to undertake more involved tasks. The role also requires the organisation of a working bee every term.

4. KEY RESPONSIBILITIES AND ACTIVITIES

Key Responsibility:	GROUPS AND FACILITIES MAINTENANCE
Activities	<ul style="list-style-type: none"> ▪ Maintain the kindergarten building and grounds to ensure they are safe for all community and that they comply with regulations ▪ Work with council maintenance department regarding council responsibility for building and grounds maintenance ▪ Organise external contractors for external and internal maintenance as required ▪ Communicate with the President, Director and Treasurer in regards to maintenance requirements and costs involved. ▪ Maintain a working list of project undertaken and completed
Key Responsibility:	COORDINATE WORKING BEES
Activities	<ul style="list-style-type: none"> ▪ Liaise with staff/CoM to establish maintenance needs to be completed at working bees ▪ Plan and organise a working bee each term (sign up lists, tools lists etc) ▪ Manage paperwork and supply participant list to treasurer (for levy refund) ▪ Oversee job designation at the Working Bee
Key Responsibility:	CAPITAL PROJECTS
Activities	<ul style="list-style-type: none"> ▪ Co-ordinate landscaping and capital works projects as required
Key Responsibility:	POLICIES FOR REVIEW
Policies Responsible for	<ul style="list-style-type: none"> ▪ Road Safety and Safe Transport Policy ▪ Working Bee Policy