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 coordinate and oversee the maintenance and upkeep of the kindergarten's buildings, facilities and grounds, ensuring a safe, functional and welcoming environment for all users.
- To plan and lead working bees, and to support the delivery of capital works and grant-funded projects in collaboration with the Workplace Health & Safety (WHS) Officer, educators and the Committee of Management (CoM).

3. KEY ATTRIBUTES OF THE ROLE

This role is suitable for someone who:

- Is practical, organised and confident managing small maintenance tasks.
- Works collaboratively with staff, contractors and council to ensure timely and safe completion of work.
- Attendance at monthly CoM meetings is **not required**. Written updates can be provided if needed.

4. KEY RESPONSIBILTIES AND ACTIVITIES

Key Responsibility:	FACILITIES AND GROUNDS MAINTENANCE

Activities

- Ensure the building and outdoor areas are well maintained, safe and compliant.
- Liaise with Boroondara Council on maintenance items within their responsibility.
- Arrange and oversee external contractors for repairs, servicing or improvements.
- Communicate regularly with the President, Nominated Supervisor and Treasurer regarding maintenance priorities, costs and progress.
- Maintain a simple digital record of maintenance requests, completed works and outstanding tasks.
- Work with WHS Officer to ensure all maintenance activities meet WHS & Child Safe requirements.

Key Responsibility:	WORKING BEES

Activities

- Plan and coordinate one working bee per term in consultation with educators and the CoM.
- Identify and prioritise maintenance tasks suitable for volunteer completion.
- Communicate event details, prepare task list, ensure required tools/materials are available.
- Manage participant sign-in, induction and attendance records.
- Oversee safety and task allocation during each working bee, following WHS procedures.

Key Responsibility:	CAPITAL WORKS AND PROJECTS

Activities

- Support planning and delivery of capital works, landscaping and grant-funded improvement projects.
- Liaise with contractors, council and the Project Manager (if appointed) to ensure works are completed safely, on time and within budget.
- Collaborate with the Grants Officer, Treasurer and WHS Officer as required to ensure compliance, safety and financial oversight.

Key Responsibility:	POLICIES MANAGEMENT

Activities

- Road Safety and Safe Transport Policy
- Working Bee Policy

This role works collaboratively with other Committee members, educators and staff to ensure Summerhill Park Kindergarten operates as a cohesive, safe and high-quality service.

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