



## Role Description

### Property Maintenance Leading Hand

The primary purpose of the Property Maintenance Leading Hand is to ensure the physical buildings, gardens and grounds of the College are always presented and maintained to a high standard and to work within appropriate frameworks, processes and systems to ensure adequate repair and maintenance programs are adhered to. A flexible approach to working in a problem-solving team environment with changing priorities is an important aspect of the position. The position reports to the Property Maintenance Supervisor.

### Vision & Values

#### Supports leadership of the College Ethos and values by:

- Demonstrating support for the philosophy and values of the College
- Fostering the charisma of Edmund Rice
- Demonstrating active leadership and promotion of the EREA Charter and its Touchstones
- Modelling high professional standards which accords with the EREA Code of Conduct
- Supporting College policies and programs
- Demonstrating loyalty to professional colleagues

### Key Accountabilities

Duties and responsibilities include, but are not limited to:

- Work with a team of maintenance personnel in the management and delivery of essential day-to-day maintenance College grounds, facilities and gardens
- Ensure a safe and attractive school environment
- Liaise with appropriate College staff regarding needs in transport, sporting equipment including boats, and the swimming and athletics carnival
- Tree and scrub trimming
- Daily rubbish removal, collection and disposal
- Playground cleaning and vacuuming
- Small maintenance repairs e.g.: taps, light globes, chairs, tables
- Undertake other maintenance related duties as requested by the Property Maintenance Supervisor
- Movement of equipment and furniture around the College including tasks associated with the preparation for major College functions
- Work collaboratively with the Maintenance team.

### Professional Learning

- Required to undergo annual training in Manual Handling, Child Protection, Emergency Care, Anaphylaxis, Professional Standards, and designated training in chainsaw operation, scissor-lift operation.





### Reporting and Team Relationships:

- This position reports directly to the Property Maintenance Supervisor
- This role actively assists the Maintenance Team.
- Report to the Property Maintenance Supervisor any issues considered to be detrimental to WH&S.
- The holder of this position will build an effective working relationship with all St Edward's College staff.
- Follow instructions accurately and with attention to detail.

Ultimately the Property Maintenance Leading Hand is responsible to the Principal, who may vary the above duties from time to time and may ask the Property Maintenance Leading Hand to take on other duties.

