



GROUND & MAINTENANCE - CARPENTRY POSITION DESCRIPTION

REPORTING TO: Property Manager

CAMPUS: Werribee

TENURE: Permanent Full Time

INTRODUCTION:

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton.

As a community, based upon God's Word we value both the work and the worker. As we fulfil our call to manage the resources that God has blessed us with, enabling staff to fulfil their role to further God's work through this community is essential.

This position will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

KEY OBJECTIVES:

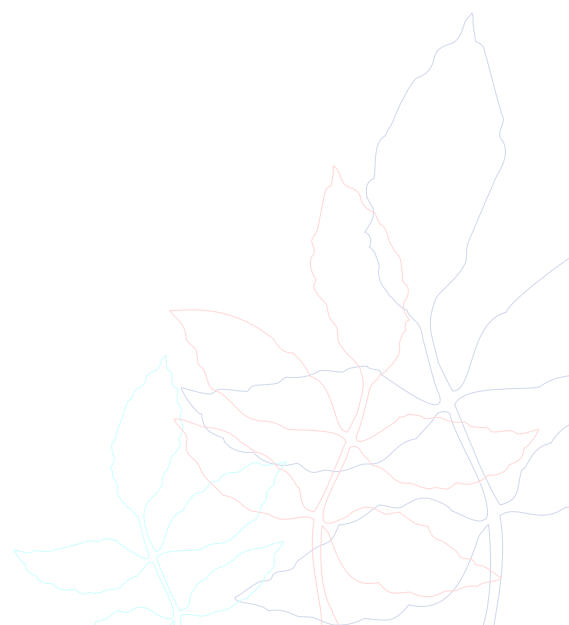
Heathdale Christian College has Maintenance teams on both the Werribee and Melton Campuses. The maintenance team are responsible for upholding the College grounds and facilities, with ensuring safety to students and staff. It is imperative that you are a team player and can attend to allocated tasks with a high level of fit and finish.

POSITION SUMMARY:

The General Grounds & Maintenance – Carpentry position will work under the direction of the Property Manager as part of the Maintenance Team who provide maintenance of the premises and grounds of Heathdale Christian College.

KEY RELATIONSHIPS:

- Property Manager
- Maintenance Coordinators
- Principal
- Assistant Principals
- Relevant Professional Bodies



KEY RESPONSIBILITIES & DUTIES:

The Grounds & Maintenance Assistant will possess excellent interpersonal skills have ability to work in the grounds and general maintenance area while abiding by the Occupational Health and Safety requirements of Heathdale Christian College.

The Grounds & Maintenance – Carpentry will have proven knowledge of and experience with a variety of tasks which will affect grounds, repairs and traded and experience in carpentry works.

Duties include:

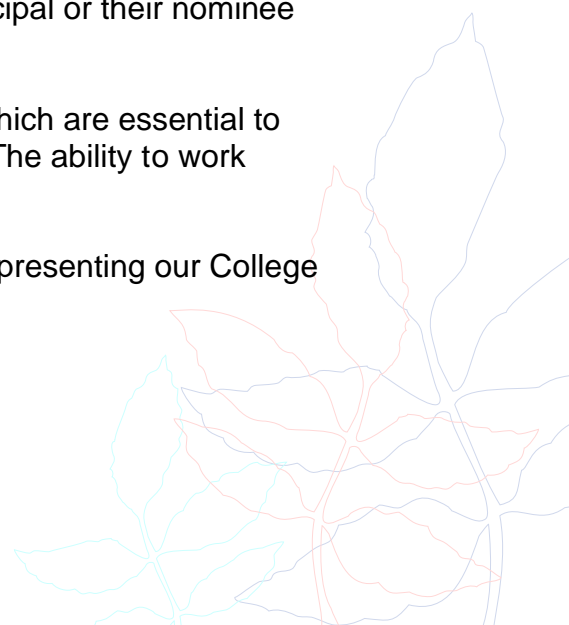
- Provide ongoing support and repairs to any carpentry requirements at the College.
- Provide assistance to the garden and landscaped areas, including planting, mowing, watering, cleaning.
- Maintain the presentation of the colleges internal and external spaces
- Provide for a range of general maintenance tasks, including painting, carpentry, minor plumbing etc.
- Problem solve maintenance issues and provide solutions by safely rectifying or reporting faults to the relevant supervisor
- Operate small plant equipment as required for the general maintenance
- Under supervision, checking and reporting on building and grounds compliance matters and Essential Safety Measures
- Provide special event support – e.g. music concerts, awards, sport activities
- Keeping a clean and safe environment at all times by ensuring all OH&S regulations and standards are in place.
- Utilising working at heights equipment to safely access roof spaces
- Regular safety checks of play spaces and equipment and reporting of hazards
- Unlocking and securing areas of the campus as required
- Some weekend and out of hours work will be required
- The ability to work across both campus locations as required

Other Duties

Any other assigned duties may be directed by the Principal or their nominee as required and in consultation.

You display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all time.

You will be a motivated, self-starter who takes pride in presenting our College facilities to the highest standard.





COLLEGE EXPECTATIONS:

All staff are expected 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 spiritual enrichment day.
- Support the College's guidelines and policies.
- Perform your 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 your 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.

REMUNERATION:

The salary will reflect both qualification and experience. Annual performance and salary reviews will be conducted by the relevant Business Services Manager.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Trade qualifications – carpentry required
- Strong communication skills, both verbal and written
- Basic computer skills and knowledge
- Ability to work as part of a team
- Current WWCC

