St Bernard’s College is a Year 7 to Year 12 school for boys, founded in 1940 and conducted by Edmund Rice Education Australia. The aim of the College is to support parents in educating their sons within the Catholic tradition and the spirit of Edmund Rice.

St. Bernard’s College is committed to the pastoral system as the core structure for student welfare and pastoral care. Each of the year levels is divided into a two-campus structure – Year 7-9 (The Strand) and Year 10-12 (Clairvaux).

Job Title: Maintenance Officer
(No staff report directly to this position)

Reports To: Property Manager

Job Summary
The Maintenance Officer is an integral part of the College’s operations particularly its curricular and extra-curricular programmes by ensuring a high standard of the College facilities.

Duties and Responsibilities
The Maintenance Officer will be required to undertake the following duties and responsibilities:

• Assist the Property Manager in the day to day maintenance by providing minor maintenance and repairs to but not limited to the College buildings, assets, equipment, bus fleet, furniture and fittings.
• Use the College Portal to action and prioritise maintenance requests and calendar events for set-up of College assemblies, masses, exams etc.
• Liaise and promptly report on maintenance which is beyond the scope of the position such as tree safety, engineering issues, air-conditioning/heating, plumbing, electrical and glass repairs, etc.
• Maintenance and upkeep of ovals, soccer pitch and tennis/hockey court surrounds.
• Assist the Property Manager with co-ordination of tradespersons and contractors ensuring OH&S and high work standards are always met.
• Ensuring, so far as is reasonably practicable, all work is performed in accordance with OH&S Act 2004, codes and Australian Standards minimising waste of materials and time.
• Proactively identify maintenance issues then rectify/initiate remedial action.
• Work with other members of the college maintenance staff and provide direction as appropriate.
• Securing College buildings and gates when required.
• Under prior approval from the Property Manager drive students to and from excursions.
• After hours call outs when required.

Other duties through consultation with the Principal or Property Manager.
Maintenance Officer

Experience and Qualifications
It is anticipated that the Maintenance Officer would have or obtain, the following:

- Current Full Victorian Drivers Licence.
- Hold a Medium Rigid or higher Licence (Preferable).
- Working with Children Check.
- Be proactive, well organised and able to work to a high standard without direct supervision.
- Basic computer skills will be an advantage.
- Trade qualified or experience in building maintenance.
- Excellent communication skills with the ability to interact and liaise with contractors, visitors, team members, suppliers, staff & students in a friendly, professional and respectable manner.

Support Staff
The Maintenance Officer will be supported by a range of personnel including:

- College Leadership.
- Property Manager.
- Other Maintenance staff.
- Education Support staff.
- Teaching Staff.

Remuneration
In accordance with the Victorian Catholic Education Office Multi Enterprise Agreement 2013 pay structure.

Tenure
The Maintenance Officer is a full time ongoing Education Support Officer position. Hours of employment are 38 hours per week Monday to Friday. A performance appraisal process relating to the key selection criteria for the position will be undertaken with the Principal or Principal's nominee.

Key Selection Criteria
The Key Selection Criteria that will be used to select the Maintenance Officer are:

- Understanding and demonstrated commitment to the Catholic philosophy and ethos of education.
- Trade qualifications or experience of building maintenance (in a school focused environment an advantage)
- Ability to work and provide direction within a team.
- Demonstrated administration and organisational skills.
- Ability to work effectively under pressure and conduct yourself professionally with all levels of staff and management in a client service focused environment.
- Experience managing contractors to set standards.
Application Procedure
Applications addressing the selection criteria and Curriculum Vitae for the position of Maintenance Officer should be addressed to the Principal, Mr Tony Paatsch.

c/- Mrs Pauline Zammit  
PA to the Principal  
St Bernard's College  
41 Rosehill Road, Essendon VIC 3040

Phone: 03 9289 1000  
Fax: 03 9337 1741  
Email: pzammit@sbc.vic.edu.au