



Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria.

The Maintenance team is an important part of the School Community, contributing to the provision of a safe working and learning environment and ensuring that the School's property, Huntingtower Sports & Aquatic Centre (HSAC) and grounds are maintained to a high standard.

We are looking for a reliable part time Maintenance Tradesperson to join our Property Department. This role will suit someone who appreciates the presentation of well-kept school grounds, who enjoys gardening, maintenance, pool operations and uses their initiative and can-do attitude to help maintain the school grounds and facilities. This is a permanent part-time role, 25 hours a week.

### **Reporting to Property Manager, you will be responsible for:**

- Undertaking general maintenance as required
- Assisting with setting up and dismantling for school functions including but not limited to Assemblies, Awards Nights, Sports Days etc
- Contractor management – Coordinating onsite works and contractors, ensuring compliance with site specific safety requirements
- Ensuring regular and proper maintenance of Huntingtower Sports & Aquatic Centre (HSAC) plant and equipment is maintained by implementing maintenance audits and schedules
- Perform daily plant room tasks and procedures as per the aquatic maintenance schedule
- Adhering to Work, Health and Safety guidelines and identify or notify Property Manager of any WHS issues.
- Being supportive of the ethos of the school.
- Performing other reasonable duties as requested by the Property Manager

### **About you – To be successful in this role, you will need:**

- An understanding of general maintenance (trade qualification will be well regarded)
- Proven experience in a property maintenance role with the skills to safely operate power tools, gardening equipment and basic “tools of the trade”
- Previous pool operations experience will be advantageous
- Excellent communication skills, both written and verbal, and the ability to engage with others in a team environment
- Sound understanding of OHS in the workplace
- The ability to priorities tasks and pay attention to detail
- A current Victorian employment Working with Children Check
- A Drivers Licence advantageous

If you are a dedicated, warm, supportive and professional person who would like to become involved in a caring Christian environment, please submit your to [employment@huntingtower.vic.edu.au](mailto:employment@huntingtower.vic.edu.au) by **Friday 5 May 2023**.

Applications will be reviewed and screened upon submission.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. This includes children from other cultures, Aboriginal/Torres Strait descent, and those with a disability. Huntingtower is committed to upholding Victoria's Child Safe standards through our policies and procedures. Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application.



## Position Description

### Maintenance Tradesperson/Pool Operations

#### Nature of Role

The Maintenance team is an important part of the School Community, contributing to the provision of a safe working and learning environment and ensuring that the School's property, Huntingtower Sports & Aquatic Centre (HSAC) and grounds are maintained to a high standard. Interaction with staff and students is a component of this role. The Maintenance Employee will carry out planned, preventative and reactive services as required, in a timely and efficient manner.

#### Main Responsibilities and Duties

##### General Maintenance

- To undertake all general maintenance work as required
- Attend catch ups with the Property Manager
- Assist with setting up and dismantling for school functions including but not limited to Assemblies, Awards Nights, Sports Days etc
- Contractor management – Coordinate onsite works and contractors, ensuring compliance with site specific safety requirements
- Adhere to Work, Health and Safety guidelines and identify or notify Property Manager of any WHS issues.
- Other ad hoc maintenance tasks as directed by the Property Manager

##### HSAC

- Ensure regular and proper maintenance of HSAC plant and equipment is maintained by implementing maintenance audits and schedules
- Liaise with contractors regarding regulated requirements for water quality, pool, and plant room repairs. Repairs of equipment needs to be executed within 7 days
- Ensure regular servicing of all plant room and deck equipment
- Order the appropriate chemicals and supplies for good water quality
- Chemical Handling and balancing of pool water
- Implement health department protocols for pool contaminations
- Perform daily plant room tasks and procedures as per the aquatic maintenance schedule

##### Grounds Development and Maintenance of Gardens

- Work with the School Gardener to assist with maintaining the garden and grounds
- Ensure the School grounds and gardens are maintained to a high standard
- Mowing/edging – this involves operating a variety of ride on and push mowers and trimmers
- Development and maintenance of gardens (mulching, planting, pruning, and weeding)
- Assist with the upkeep of all trees, notifying the Property Manager of any dangerous branches of dropped limbs
- Water trees and garden beds as required
- Keep green spaces and hard surfaces clear of rubbish and debris



## Repair, Maintenance and Care of Equipment

- Maintain tools, machinery and equipment are in a safe working condition and correctly stored eg mowers, blowers, whipper snippers etc
- Clean machinery after daily use
- Ensure the safe storage and control of consumable materials and equipment
- Ensure work areas and the maintenance shed is kept clean, tidy and secure at all times

## Service Excellence and Customer Relationship Management

- Work well in a team and be prepared to assist others in the team when required
- Good Interpersonal skills to communicate with a range of people, students, staff and parents
- Consider classes in the area when using excessive noise machinery
- Flexible and able to adapt to changing demands
- Have sound planning, hazard identification and problem solving skills with an ability to think logically and laterally
- Ability to be self-motivated, focussed and to complete tasks on time
- Demonstrate a professional, helpful and friendly attitude
- Demonstrate high level of trust, integrity and work ethic.
- Build and maintain a respectful and professional relationship with all stakeholders
- A firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values.

## Position Requirements

- Relevant and demonstrated experience in general maintenance roles and/or pool operations desired
- Must have or be willing to acquire SISSS00110 – Aquatic Technical Operator Skill Set
- Comply with Guidelines for Safe Pool Operation
- Some experience in water treatment, plant operation and maintenance of plant and buildings highly advantageous
- Must be fit and healthy to undertake the following activities effectively and safely whilst unsupervised:
  - strenuous activity;
  - standing and walking for long periods of time;
  - heavy lifting;
  - regular use of power tools and dangerous machinery;
  - safe handling of toxic or flammable chemicals;
  - driving of utility vehicles and or access equipment (where licensed to do so);
  - working on ladders and at heights (where licensed to do so);
  - working in and around higher risk areas such as plant rooms, pool environments, maintenance workshops, chemical storage etc.
- Proficient at using maintenance and grounds equipment
- A strong understanding of safe work practices, OH&S procedures and the ability to work according to OH&S guidelines
- Understand and follow legislation, rules, policies and guidelines and codes of conduct
- A valid Driver's Licence, preferably manual
- A current Working with Children Check (E) and a Criminal Record Check is a requirement of employment or must be willing to obtain
- This role is part time. Hours of work, Monday to Friday, ideally starting at 8am and finishing 1pm.



## Flexibility

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- The post holder is required to be flexible in developing their role in agreement with the Property Manager

## Key Relationships

Reporting to:

- Property Manager
- Director of Business Operations

## Liaises with

- OHS & Risk Manager
- School gardener

## Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

## Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of issues relating to Aboriginal/Torres Strait Islander, cultural and linguistic diversity or disability, among students with whom you will have direct contact, in addressing child protection teaching and disclosures
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*