



NAZARETH COLLEGE

FACILITIES MANAGER

ROLE DESCRIPTION

POSITION REPORTS TO: Business Manager	AWARD: Victorian Catholic Education Multi Enterprise Agreement 2018
CLASSIFICATION: Salary as negotiated	TERMS OF EMPLOYMENT: Ongoing employment
ANNUAL LEAVE: Annual Leave 4 weeks	REQUIREMENTS: Victorian WWCC National Police Record Check
DATE REVIEWED: January 2023	REVIEWED BY: The Principal

Nazareth College is a Catholic Co-educational Secondary College with an enrolment of 840 students, located in Noble Park North. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in our care.

PURPOSE OF THIS ROLE

As a member of the Facilities team, the Facilities Manager will work on a broad range of areas, in co-operation with any member of the College Community. The Facilities Manager will contribute to the maintenance of buildings and property to an agreed standard and provide leadership and direction to the Facilities team.

KEY RESPONSIBILITIES

Supervisor Duties and Responsibilities

- Maintenance as requested;
- Ensure maintenance items listed on My Maintenance are completed within a reasonable amount of time;
- Facilitate jobs as requested including set ups (events and functions) and logistics;
- Ensure high standards of appearance, presentation and performance of the College's environment, including buildings, grounds and landscaping;
- Ensure compliance with all legislative and College policy requirements;
- Assist the Business Manager and other sub-contractors to achieve compliance with Building Regulations, Health and Safety Regulations, and Safe School Standards;

Maintenance and Facilities Duties

Oversee the Facilities Team in the following tasks. These include, but are not limited to:



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- Oversee the repair or replacement of College property and other tasks which may arise and acquire attention;
- Oversee College improvements in line with the College's Master Plan for facilities such as building renovations and refurbishments, fencing, landscaping etc;
- Arrange the removal or clearing of waste, trade waste or litter;
- Wash/clean buildings including internal and external walls as required;
- Oversee cleaning duties – follow up on any matters raised by staff, cleaners and sub-contractors and monitor the performance of the College's contract cleaners
- Oversee cyclical preventative maintenance jobs as schedules
- Oversee movement of goods, furniture and equipment throughout the College;
- Schedule planning of works in line with seasonal requirements. School term versus school holiday requirements;

Health and Safety

Provide a secure and safe environment for the College Community:

- Oversee and follow up all Health and Safety policies and procedures;
- Complete tasks WH&S system on a monthly basis;
- Report all known or observed hazards to the Business Manager;
- Oversee and be aware of WH&S, hazardous substances, environmental, water and noise regulations, and to contribute to the ongoing awareness process;
- Oversee the development and maintenance of safe operating procedures for equipment, buildings and vehicles;
- Oversee the testing and tagging of electrical items;
- Hold regular safety and toolbox meetings, record minutes of meeting and fulfil actions arising in conjunction with the Business Manager;
- Conduct site safety inductions for all sub-contractors to the College;
- Ensure all equipment and machinery are maintained and used in a safe manner;
- Ensure the safety of self and others;
- Participate in the College's Health and Safety Activities;
- Work harmoniously with other employees with due regard to their rights and College requirements;
- Maintain good ethics and professionalism that will earn respect of all customers and work colleagues;
- Maintain Safe School Standards in accordance with legislation by ensuring personal adherence to College practices.

Communication, Reporting and Documentation

- Regular communication to staff on status or minor/major projects, particularly where they may impact College operations;
- Maintain complete and up-to-date drawings of all building structures within the school grounds (digitally);
- Maintain complete and up-to-date drawings of all utility services within the school grounds (digitally);
- Ensure all maintenance and WH&S records, and schedules are accurate and followed.



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Other Duties

- In consultation with the Business Manager, oversee and control expenditure relating to Grounds and Maintenance requirements of the College;
- Maintain service records, including statutory documentations, certificates etc as required;
- Liaise with Professional persons involved in minor/major capital works;
- Provide input, recommendations to Architect or Project consultants as required on matters that impact projects;
- Attend site meetings when required with the Business Manager;
- As required, be the contact person between College and Business Manager on large Capital projects;
- Attendance at Staff meetings when required;
- Provide weekly reports to the Business Manager;
- Work flexibly and as a team in the pursuit of the College's Vision;
- Promote the benefits of a Nazareth College education and, where appropriate, be involved in the securing of enrolments;
- Other duties as specified by the Business Manager within the scope of the role.

SELECTION CRITERIA

The successful applicant will:

COLLEGE CULTURE

- Support the Catholic ethos of the College;
- Be prepared to fully support the College's commitment to diversity;
- Be willing to adhere to school policies and procedures;
- Have a commitment to working as part of the Facilities Team.

PROFESSIONAL EXPERIENCE

- Experience in a similar role in a school or other environment;
- Knowledge and experience in OHS practices and procedures.
- Preparation and report writing skills;
- Current Victorian Driver's License essential;
- Working with Children Check;
- Current Police Check;
- Previous experience in a School environment is desirable, but experience on a building site as a foreman / supervisor would be strongly considered;
- Comfortable in using computer packages;
- IT literate – proficient in MS Word, Excel, Outlook;
- Previous experience supervising employees, scheduling work including directing work, evaluating performance and coaching for improvement;
- Strong teamwork skills;
- High level of organisational, communication and time management skills;
- Effectively fulfil the various duties and responsibilities pertaining to the position.



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GENERAL

CHILD SAFETY

- Be familiar with and comply with Nazareth College's Child Safety Policy and Code of Conduct, together with any other policies or procedures in relation to child safety;
- Assist in the provision of a child safe environment for students;

QUALIFICATIONS

- Relevant trade qualification or experience;
- OH&S skills and qualifications.

To be considered for a position at Nazareth College, applications must include:

- cover letter.
- Nazareth Application Form.
- Resume together with academic transcripts and details of 3 Referees.

Applications should be addressed to:

Mr Sam Cosentino

Principal

Nazareth College

via: employment@nazareth.vic.edu.au

For further information regarding this position, please visit our website at www.nazareth.vic.edu.au or contact the College on 03 9795 8100.

Closing Date for Applications: **4.00pm Friday 3 February 2023** (late applications will not be considered)