

*“We are a Catholic community of welcome,  
connecting faith, family & education.”*



## POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

<b>Position Title:</b>	Facilities Maintenance Officer
<b>ESO Grade:</b>	3
<b>Employment Type:</b>	Permanent
<b>Hours per Week:</b>	37.5
<b>Weeks per Year:</b>	52
<b>Campus Location:</b>	All

## POSITION OVERVIEW

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The Facilities Maintenance Officer is responsible for carrying out a broad range of duties to ensure the campus buildings and facilities are maintained to a high standard and that the plant, equipment and other aspects of the college's physical environment are safely administered and maintained as per Work Health & Safety requirements.

### KEY WORKING RELATIONSHIPS (INTERNAL)

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- Principal
- Business Manager
- Nazareth Leadership Team
- Property and Facilities Manager
- Maintenance Team Leaders
- WHS Manager
- WHS Compliance Officer
- Facilities Officer
- Staff

### KEY WORKING RELATIONSHIPS (EXTERNAL)

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- Service contractors

### KEY RESPONSIBILITIES/DUTIES

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As the Facilities Maintenance Officer at Nazareth, you will:

- Work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.
- Carry out all routine and adhoc maintenance as well as regular maintenance inspections as per the maintenance schedule, updating the register as work is completed.
- Undertake a broad range of general maintenance duties, utilising applicable skills, materials and/or specialised techniques.
- Ensure maintenance tools and equipment remain in good repair and source repairs/replacements as required.
- Undertake general repairs and maintenance to buildings, facilities, fittings, and fixtures to maintain an appropriate level of functionality and safety.
- Maintain documentation as required for administrative and WHS purposes, as applicable.
- Liaise with service contractors as authorised.
- Liaising with staff and community members in relation to campus activities and events including setting up and pack up and providing appropriate support where required.
- Provide support for grounds maintenance related duties as required.
- Any other duties as directed by the Maintenance and Facilities Manager.

#### Work Health & Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Assist in the maintenance of facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Ensure contractors/sub-contractors providing grounds and/or maintenance services hold current and appropriate licences and insurance, as well as additional compliance documents, for the work they are undertaking and are properly inducted with WHS requirements.
- Assist in conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Participate in any WHS-related activities, as required.

## ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

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As the Facilities Maintenance Officer at Nazareth, you will:

- Hold, or be willing to obtain, role appropriate qualifications such as manual handling, working at heights, equipment operation etc.
- Have appropriate skills and experience in facilities maintenance.
- Have knowledge and ability to safely and responsibly power tools and maintenance equipment.
- Have basic computing skills and knowledge.
- Interact professionally and work collaboratively and cooperatively with staff as a positive team member and liaise effectively with other members of the community, contractors and visitors.
- Have good interpersonal and communication skills and ability to take initiative and give and take direction effectively.
- Have good organisational skills including flexibility, prioritising and respond to challenging situations in a calm and measured manner.
- Lead and demonstrate best practice WHS at all times.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements.

### *Additional information and requirements*

- The position is required to work across all campuses.
- A current driver's licence is essential. A light truck licence is desirable.
- Some out of hours' work will be required, including occasional weekends.
- Annual leave is generally not available during school terms breaks.
- Set start and finish times are applicable.
- You will be required to hold the following certificates:
  - Working with children check
  - First Aid
  - Responding to Risks of Harm, Abuse and Neglect – Education and Care
  - Appropriate specific training as required in the role.

## WORK HEALTH AND SAFETY

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As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

*Reference: Division 4, Section 27 and 28 WHS Act 2012*