



Job Title:	Property Services Technician
Reports To:	Property Services Team Leader
Direct Reports:	Nil
Section of School:	Ed Services
Liaises with:	Whole School Community

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Role and intent:	<p>The Technician role is part of a small team responsible for the maintenance and operational needs of the School in relation to school buildings, equipment, grounds and event management activities which ensure effective and continuous operation of the School.</p> <p>This is initially a 12 month contract with the possibility of become ongoing. This role will have a six month probation period. Following a successful performance review, the contract will be extended for a further 6 months. This role will be based at the Carramar campus, but will perform duties across both campuses.</p>
Role requirements:	<p>DAILY REQUIREMENTS:</p> <ul style="list-style-type: none"> • Participate as an active member of the Property Services Team • Ensure School is open and ready for each School day by undertaking grounds inspections • Actively support school event management by setting up for and demobilising after School events • Actively participate in maintaining buildings, facilities, infrastructure, grounds and equipment (includes optimum environment control, power, hydraulics, waste, sewer, grounds infrastructure, security and telecommunications) • Attend to regular and ad-hoc maintenance and repairs enquiries for each of the campuses • Maintain lawns, gardens and general grounds to present an engaging outlook for students, staff and visitors • In accordance with preventative maintenance and inspection schedules undertake regular inspections of buildings grounds, play equipment and other areas • Be vigilant to spot and report hazards and items for maintenance or repair • Identify and rectify any security related issues including alarms, physical door locks, barriers and boundary fencing



	<p>REGULAR REQUIREMENTS:</p> <ul style="list-style-type: none"> • Maintain integrity of external lighting and security controls • Maintain Emergency Equipment ensuring accessibility and serviceability • Understand the basis of and support the use of flexible spaces (working and learning) • Maintain all campus signage and where necessary ensure compliance with Australian Standards • Attend to work requests and report on completion being responsible for one's own Maintenance calendar <p>TEAM SUPPORT:</p> <ul style="list-style-type: none"> • Collaborate with Property Services Team members ensuring effective communication and participation • Ensure support is provided to the school by being flexible around staggered start and finish times and after hours and call out roster <p>SAFETY REQUIREMENTS:</p> <ul style="list-style-type: none"> • Promote and participate in Safety Culture • Actively support any initiatives and work to achieve inspiring, safe and functional teaching, learning and working environments • Commit to provide input into safe work systems and practices and follow such procedures • Ensure all activities, both indoors and outdoors, are completed safely • Review and authorise contractor safe work method statements, permits and job safety analyses for authorisation • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Additional duties as required from time to time • Serve as a good ambassador of the School
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<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Collaborate as an effective team member, supporting operational needs across the whole school when required • Complete safety inspections as scheduled or requested and report finding promptly to actions required • Attend to MYMAINTENANCE requests and scheduled preventative maintenance including confirmation of completion of tasks in a timely manner • Work with contractors to ensure safety compliance and that work is of a quality standard and completed as required • Ensure good communication between team members regarding operational needs <p>Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.</p>
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<p>Selection Criteria:</p>	<ul style="list-style-type: none"> • Sound knowledge and experience in building and grounds maintenance • Fit for vigorous physical labour associated with operational tasks
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	<ul style="list-style-type: none"> • Sound communication and interpersonal skills • Analytical and problem solving skills • Demonstrated ability to act as a team member • Proven ability in working under pressure in a busy environment • Sound knowledge of Safety Culture and safe work practices • Familiar with technology (hardware and software) • Current First Aid Certificate • Working With Children Card • Construction White Card • Current WA "C" or "HR" Class Driver's Licence • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • National Criminal Record Checking (except Teaching staff) • Willingness to positively and actively contribute to the Christian culture of the School
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I understand and accept the responsibilities as outlined in this Job Description.	
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<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> Signature
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> Date	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> Date

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO