



MARIST COLLEGE ASHGROVE

POSITION DESCRIPTION: Maintenance and Services Team Leader

REPORTS TO: The position holder will report to the Co-ordinator of Infrastructure and Projects under the overall management of the Business Manager. For financial direction the position holder will be directed by the College Business Manager or College Finance Manager.

CLASSIFICATION: Contract position

HOURS: 76 hours per fortnight

QUALIFICATIONS: Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

A registered builder's license is desirable.

KEY RESULT AREAS: As a member of the College Maintenance Team, the position holder is primarily responsible for the provision of a range of building and maintenance functions and associated administrative functions. This includes the ability to perform a wide variety of tasks and roles in a variety of building/maintenance contexts, as well as the effective supervision of team members.

The position holder will also be required to relieve in the position of Co-ordinator of Infrastructure and Projects (CIP) from time to time. While relieving in the aforementioned position, the position holder will be required to supervise staff and undertake the full duties attached to the CIP role.

SKILLS and ABILITIES: The following skills and abilities are required:

- Building skills
- Supervisory skills
- Co-ordination skills
- Computer skills
- The capacity to work as a team member
- Good interpersonal skills
- Capacity to work within strict timelines
- A high standard of personal integrity.

KNOWLEDGE: The position holder will have a strong working knowledge of computerised systems relevant the building and maintenance function.

TYPICAL DUTIES: Typical duties performed include, but are not limited to:

- Within a variety of routines, methods and procedures, support the Co-ordinator of Infrastructure and Projects.

- Supervise team members to ensure the efficient provision of a range of building and maintenance functions.
- Apply knowledge of advanced functions of computer software packages relevant to building and maintenance processes including CAD, databases, spreadsheets and graphs.
- Liaise with accounts payable
- Project work as directed
- Liaise with contractors on a more regular basis
- Liaise and escort contractors
- Receive deliveries relevant to building and maintenance
- Assist with storage
- Pick up offsite orders