

Property and Maintenance Officer

Position Title:	Property and Maintenance Officer
Job Reference:	241006
Reports To:	Property and Maintenance Manager
Nature of Employment:	Ongoing part time (0.4FTE), 48 weeks per year
Commencement Date:	January 2025

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus caters for ELC to Year 6. The South Plympton Campus caters for Foundation to Year 12.

Both campuses offer a seamless pathway to Year 12. Children who have completed Year 6 at Brooklyn Park have guaranteed entry into Year 7 at the South Plympton.

At Emmaus Christian College we want our students to:

- **Belong** – to know others and be known.
- **Flourish** – to discover and grow into who they are in Christ.
- **Think** – to build their knowledge, apply their skills and discern the truth.
- **Respond** – to respond to the call of God in their lives.

Key Purpose

The Property and Maintenance Officer is responsible for ensuring the security, maintenance, and overall functionality of the College's facilities and grounds. Primarily operating from our Brooklyn Park Campus, this role involves coordinating with various contractors and tradespeople, supervising cleaning staff, and managing waste and equipment. The Officer also oversees fire safety checks, responds to after-hours security alarms, and ensures that all buildings and grounds are well-maintained and presentable. This position is crucial in maintaining a safe, efficient, and attractive environment for the College community.

Key Responsibilities

- Ensure the security of the College, including responding to after-hours alarm call-outs.
- Oversee the efficient day-to-day maintenance of buildings, grounds, vehicles, and equipment, including liaising with contractors.
- Supervise and coordinate cleaning staff as required.
- Organise and manage holiday services such as carpet cleaning, window cleaning, and gym floor maintenance in collaboration with the Property & Maintenance Manager.
- Collect outside rubbish when cleaners are unavailable (e.g., Mondays or during sick leave).



- Manage keys and alarm systems.
- Ensure all doors and windows are checked and locked before leaving for the day.
- Conduct and oversee fire safety checks.
- Report incidents of vandalism to the police in collaboration with the Property & Maintenance Manager.
- Be on call and/or serve as the second contact for after-hours security monitoring, with TOIL available for each call out. The Property & Maintenance Manager should be informed of all after-hours contacts.
- Maintain equipment, grounds, gardens, and buildings to ensure they are attractive, well-kept, and in excellent condition.
- Oversee waste management, including the collection and monitoring of rubbish skips, recycle skips, confidential bins, and recycle bins. Organise replacements, additions, and holiday alterations as needed.
- Distribute inwards goods to the required locations.
- Manage the storage of furniture and equipment.
- Source materials and equipment as directed by the Property & Maintenance Manager.
- Coordinate and liaise with all contractors and tradespeople.
- Conduct WHS inductions with contractors.
- Maintain and update the Asbestos Register as required by law.
- Report any WHS issues promptly to Property & Maintenance Manager and/or Head of Junior School as they arise.

Selection Criteria

- A committed Christian with a deep desire to serve Jesus Christ as Lord.
- Proven experience in property and maintenance management, including building, grounds, and equipment maintenance.
- Trade background highly desirable.
- Ability to operate and maintain various types of equipment and tools.
- Experience in supervising and coordinating contractors.
- A servant-hearted approach to all interactions.
- Excellent organisational and time management skills, with the ability to prioritise tasks effectively.
- Strong attention to detail.
- Strong communication skills, both written and verbal, with the ability to liaise effectively with contractors, tradespeople, and staff.
- Willingness to be on call and respond to after-hours security alarms and maintenance issues.
- Ability to work flexible hours, including occasional weekends and holidays, as required.
- Physical ability to perform manual tasks, including lifting, carrying, and operating maintenance equipment.
- Current valid Working With Children Check, RRHAN-EC Certificate, and the ability to pass a pre-employment medical assessment relevant to the role.

College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Director of Studies and the College Principals.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

Submitting Your Application

Closing Date: 9:00am, Wednesday 13th November 2024.

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed 'Application for Non-Teaching Position Form' available via our website emmauscc.sa.edu.au/about/employment.

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered. In the subject line of your application, please state the Job ID 241006.

For further information, please contact Human Resources on (08) 8292 3888 or recruitment@emmauscc.sa.edu.au