

Property and Maintenance Officer

Position Title:	Property and Maintenance Officer
Job Reference:	250503
Reports To:	Property and Maintenance Manager
Nature of Employment:	Full time (1.0FTE), 48 weeks per year
Commencement Date:	Immediate start by negotiation

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 works across both the Brooklyn Park and South Plympton campuses (with a focus at Brooklyn Park) and is responsible for ensuring the security, maintenance, and overall functionality of the College's facilities and grounds. This role involves coordinating with various contractors and tradespeople, supervising cleaning staff, and managing waste and equipment. The Officer also assists with fire safety checks, responds to after-hours security alarms, and ensures that all buildings and grounds are well-maintained and presentable. This role involves bus driving for the College where required, such as supporting regular bus runs, as well as assisting with excursions as required. The College will cover costs of obtaining a suitable bus license, if not already held.

Key Responsibilities

Property and Maintenance Officer

- 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.
- Coordinate and assist with the setup of furniture for weekly assemblies and events as required.
- 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.
- Safely transport students using College buses, according to scheduled routes and College policies, ensuring passenger safety at all times, providing necessary student assistance, and managing on-board conduct.
- Assist with maintaining the College buses, promptly reporting and seeking to resolve any issues, and keeping accurate operational records.

Selection Criteria

- A committed Christian with a deep desire to serve Jesus Christ as Lord.
- Relevant qualifications, including MR/HR License, Large Passenger Vehicle Accreditation, current First Aid Certificate. (Note: The College will cover the cost of obtaining the relevant license/s for the successful applicant if not already held).
- 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 weekends and holidays, as required.

- Physical ability to perform manual tasks, including lifting, carrying, and operating maintenance equipment.
- Experience in driving large buses on busy metropolitan roads is preferred.
- Ability to exercise a degree of independence in carrying out the requirements of the position with no immediate supervision.
- Must be legally eligible to work in Australia and hold appropriate medical clearance to drive a school bus (or willingness to obtain this).
- Current valid Working With Children Check and RRHAN-EC, and the ability to pass a medical fitness assessment.

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 Executive Principal and Property and Maintenance Manager.
- 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, Tuesday 10th June 2025

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 250503.

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