Facilities Officer – Repairs & Maintenance

INTRODUCTION
Brisbane Girls Grammar School is a leading educational institution for young women in Australia. Established in 1875, it is one of the original Grammar Schools in Queensland and as such enjoys an outstanding reputation combined with a proud tradition of women’s achievements.

This full time position works under the direction of the Facilities Officer or Facilities Manager and in co-operation with the External Hire coordinator, Stores Officer, the Grounds Staff Leading Hand and any other staffs as directed from time to time. The preferred hours of work are Monday to Friday, 6.00 am - 2:30 pm.

There are four primary roles of the Facilities Officer Repairs & Maintenance:

- Pool Maintenance
- Repairs & Maintenance
- BGGS Events & Functions
- Administration

Duties and Responsibilities
The following should not be considered exhaustive and may be altered by the School provided that the responsibilities are not substantially altered in nature and are within the capabilities, experience and qualifications of the appointee.

Pool Maintenance
- To conduct the daily testing of pool water quality and accurately record the data.
- To ensure the cleanliness and maintenance of necessary items on the pool deck
- The reporting of maintenance issues to the Facilities Officer for action
- Liaise with Purchasing Officer in relation to stock levels of necessary chemicals for pool operation
- Placement and removal of pool covers as necessary

Repairs & Maintenance
- To work in conjunction with the schools Carpenter on minor maintenance projects through-out the school.
- Checking and cleanliness of the School motor vehicle.
- Ensuring all plant and equipment is maintained to ensure safe and compliant operation.
- Undertake regular periodical maintenance.

BGGS Events & Functions
- To work in conjunction with the Leading hand Groundsperson on the set up and break down of BGGS events as requested.
- Liaise with the internal and external events coordinators for the smooth facilitation of events at Brisbane Girls Grammar School
Administration

- To carry out minor clerical and administrative tasks as requested. However, these tasks are not to be undertaken to the detriment of the other primary responsibilities of the appointment.
- Keep up to date with relevant legislation and legal responsibilities with respect to workplace health and safety in particularly in regards to the duties and responsibilities of the position.
- Be aware and generally understand the implications of various Acts or Legislations applicable to or affecting the School environment.
- Working knowledge of Microsoft Office and LUCI (School’s electronic calendar)

Essential Qualifications and Experience

- Ability to work with minimal supervision.
- Excellent interpersonal, communication and organizational skills.
- Swimming Pool Plant Operation qualified
- Ability to perform all tasks in accordance with the Work Health & Safety Act 2011 and the School’s Work Health and Safety policies.
- Ability to obtain a Working with Children (Blue Card) positive notice