



St Mark's College

POSITION DESCRIPTION

Position Title:	Maintenance Team Member
Reports To:	Property Manager
Position FTE/type:	Part-time casual 0.4 FTE
Pay rate:	\$33.50 per hour (inclusive of 25% casual loading)

SCOPE

St Mark's College is a residential university college at which university students live and learn together in a residential academic community. It aims to offer them the best all-round educational experience, focussed on their academic progress, personal growth, and well-being.

Under the guidance and supervision of the Property Manager, members of the maintenance team assist with the College's strategic priority of providing an inspiring and sustainable physical environment with outstanding facilities and services.

The ideal person for the job will have a friendly, organised, and adaptable approach, with previous experience performing a variety of maintenance tasks and some gardening duties.

DUTIES AND RESPONSIBILITIES

- Ensure the safety of staff, residents, and visitors through the performance of maintenance tasks.
- Perform various preventative and unplanned maintenance & gardening tasks.
- Ensure work undertaken is of high quality and complies to the relevant standard.
- Paint preparation and painting.
- Other duties as directed by the Property Manager, Head of College, and Business Manager.

KNOWLEDGE, EXPERIENCE AND SKILLS

- Extensive experience in a commercial environment in building and garden maintenance.
- Skills in welding, carpentry, electrical, plumbing, or similar trades are highly desirable.
- Outstanding customer service skills.
- Computer literacy skills, particularly Outlook.
- Experience using relevant housing/maintenance software (especially StarRez Housing) will be viewed favourably.
- Must have a current Australian driver's licence.

PERSONAL CHARACTERISTICS

- Well-presented, friendly, positive, and warm disposition.
- Genuine interest in providing fast and reliable service.
- Ability to work collaboratively, as a valuable member of a team.
- Well organised, efficient, with an ability to problem solve when required.
- Ability to prioritise and multi-task, while remaining flexible.
- Strong work ethic, reliability, integrity, and consistent work attendance record.
- Willingness to learn and adapt to new processes.

WORK, HEALTH & SAFETY

All staff are required to take reasonable care for their own health and safety, and that of other personnel who may be affected by their conduct, and to comply with the College's Health, Safety and Wellbeing Policy, as amended from time to time, and other policies.

TERMS & CONDITIONS

Part-time 0.4 FTE, casual, working Tuesdays and Thursdays (negotiable)

Working hours are 7.30am to 3.30pm, 30-minute lunch break.

Position requires a current Working with Children Check.

APPLICATION PROCESS

Please apply via Seek with your resume and a cover letter specifying relevant experience and why you wish to be considered for this role, addressed to Carol Atkinson, Events Manager and Executive Officer.

For further information please phone Carol Atkinson on 8334 5600.

Applications close at 5pm on Monday 17th July 2023.