

POSITION DESCRIPTION

Facilities Assistant



METHODIST
LADIES'
COLLEGE

OVERVIEW	
Reports To	
Facilities and Projects Co-ordinator	
Department/Section	
Facilities	
Key Relationships	
Internal: <ul style="list-style-type: none">Principal and Deputy Principals JY & SYMember of the Executive Leadership TeamFacilities and Projects Co-ordinatorHeads of AreasGeneral StaffMLC Students	External: <ul style="list-style-type: none">MLC Parents and CaregiversMLC Wider CommunityCollege visitors
QUALIFICATIONS AND EXPERIENCE	
Essential	
<ul style="list-style-type: none">Some exposure to trades, general maintenance and labouring work tasksGenuine interest and enthusiasm for trades, labour and maintenance activities100% fitness to perform physical tasks and able to bend, lift, move, carry, transport and transfer physical items to specified safety and weight limitsHighly personable with a customer focus when relating to internal and external contactsAble to work collaboratively and as a committed member of a teamAble to work unsupervised when given relevant task guidance and directionMechanical aptitude, with an interest in troubleshooting diverse logistical issues	
Desirable	
<ul style="list-style-type: none">Completion of pre-apprenticeship or trade/building qualificationsHR Drivers Licence or willingness to obtain	
POSITION DETAILS	
Role Purpose	
This position will provide labour and physical assistance across all areas of the Facilities team including maintenance and grounds activities.	
Role Responsibilities	
<ul style="list-style-type: none">Under the direction of the Facilities and Projects Co-ordinator assist with the completion of building and general maintenance tasks including but not limited to:<ul style="list-style-type: none">Building infrastructure, paving, some grounds repairs etcElectrical testing and taggingEquipment repairs and maintenance eg: air-conditioning, plumbing, mechanical and other general equipmentPainting and decorating	

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<ul style="list-style-type: none">- Furniture assembly, installation and repairs• Assist with furniture and equipment movement, transfer and storage• Assist with the setup of equipment for College events eg: furniture, tents, displays on and off site• Assist in the management of waste and recycling• Assist with adhoc cleaning tasks• Undertake bulk mail and package deliveries across the College• Under direction, assist in security and emergency situations• Assist with cleaning, inspection and maintenance of the vehicle fleet• As required, assist the Grounds team and undertake delegated tasks• Ensure a safe work environment is maintained, apply safe work practices using required protective equipment and managing personal safety behaviour at all times.• Proactively identify and report hazards, minimise risks and report incidents• Undertake other activities as reasonably directed• Adhere to the College's policies, procedures and code of conduct at all times• Uphold and model the College's vision, mission and values
Terms of Appointment
Contract Type: Permanent appointment