

POSITION DESCRIPTION

Facilities and Projects Co-ordinator



METHODIST
LADIES'
COLLEGE

| OVERVIEW | |
|---|---|
| Reports To | |
| Facilities and Projects Co-ordinator | |
| Department/Section | |
| Facilities | |
| Key Relationships | |
| Internal: <ul style="list-style-type: none"> • Director Corporate Services • Principal • College Leadership Team • Maintenance Team • Grounds Team Leader and Grounds Team • Heads of Departments • Staff across the College • Students across the College | External: <ul style="list-style-type: none"> • External contractors eg: builders, trades, maintenance/building contractors • MLC Wider Community • Public and professional networks |
| QUALIFICATIONS AND EXPERIENCE | |
| Essential | |
| <ul style="list-style-type: none"> ▪ Relevant qualifications – trade, building or project management qualifications ▪ Previous experience in a senior trades or general maintenance co-ordination position ▪ Demonstrated ability and experience in planning and managing small scale trades/maintenance and facilities projects ▪ Highly developed project management capabilities ▪ Exceptional organisation, prioritisation and planning skills ▪ Demonstrated experience in and ability to lead, manage and supervise a local area maintenance team ▪ Strong written and verbal communication, interpersonal and relationship building skills ▪ A customer focussed and personable approach when dealing with staff, students, contractors and the wider community ▪ Solution driven with a can-do attitude and demonstrated initiative and proactivity ▪ Strong commercial acumen and business aptitude. Ability to manage budgets, source and access contractor service quotes ▪ Strong IT literacy and the ability to efficiently use project planning and maintenance systems ▪ Mechanical aptitude and demonstrated knowledge of and experience using a wide range of maintenance equipment and tools ▪ Demonstrated knowledge of safe working practices and the ability to identify and manage workplace safety risks ▪ Physically fit, able to lift, bend, move, carry and transport diverse items to specified safety limits ▪ High level computer literacy ▪ C Class drivers license • A willingness to promote the vision, values and mission of the College | |
| Desirable | |
| <ul style="list-style-type: none"> • Previous experience in a school or education environment | |

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POSITION DETAILS

Role Purpose

This position will manage the co-ordination of all facilities management projects as well as routine maintenance and small scale capital works projects, across the College. It will manage and supervise the internal Maintenance team, oversee the engagement of and services provided by maintenance contractors across the College and lead OHS .

Role Responsibilities

Grounds and Maintenance

- Plan maintenance and minor capital works (<\$50,000)
- Develop and manage the Grounds & Maintenance operational budget
- Oversee and co-ordinate all maintenance work for the College
- Assist with preparation of the annual major property and buildings works plan
- Schedule general maintenance including minor painting, carpentry, plumbing, electrical works as required.
- Coordinate and review of all onsite room refurbishment and renovation works
- Promote a 'one team' approach with the Grounds Team Leader, facilitate the mutual sharing of resources between Grounds and Maintenance, and promote team pride in the delivery of outstanding and high facilities across the College

Team Management

- Mentor, train and support maintenance staff to ensure the delivery of high quality services and outcomes
- Supervise maintenance staff including work allocation, training, problem resolution and motivation

Asset Management and Compliance

- Manage the asset register
- Manage tools, minor and mobile plant and equipment management, including: compliance, registration and training
- Co-ordinate asset repair and replacement <\$10,000
- Ensure effective operation and maintenance of plant (including air-conditioning, electrical power distribution, fires systems), bores and reticulation systems
- Oversee and co-ordinate equipment operation and maintenance, make recommendation for replacements/repairs and maintain inventory control and records
- Manage individual room air conditioning plants
- Management of the College Facilities & Maintenance Request system.

Workplace Health & Safety

- Design & implement safe work practices for Grounds and Maintenance team activities
- Maintain Workplace Health and Safety Registers
- Identify, remove, report and rectify workplace safety hazards and lead a zero tolerance attitude
- Assist in the development and implementation of policies and procedures to ensure that workplace safety training is provided to staff and that proper work practices are followed
- Act as a representative on the College WH&S Committee and ensure compliance with reporting and regulatory requirements

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- Ensure adherence to all operating procedures and legislative requirements as directed by eg: WH&S, environmental, building codes and other government and non-government authorities)

Contractor Management

- Source facilities service contract quotations and tenders
- Manage all facilities service contracts and ensure services are delivered to agreed standards
- Ensure compliance with College workplace health and safety & induction processes.
- Design, implement & manage contractor inductions
- Manage all maintenance procurement

Events

- Coordinate the logistical requirements for events, functions and College activities
- Assist with event equipment set up and pack down as necessary
- Assist with traffic management as required
- Contribute to the development of the College Calendar and ensure that the Facilities team are available to meet the needs of the College and other users

Emergency Management & Security

- Assume the role of Deputy Warden or other similar position as advised by the Chief Warden
- Be the first contact in the event after hours security event, including alarm activation and security contractor reporting.
- Manage the physical security and access to campus and buildings

Property & Buildings

- Oversee the maintenance and annual testing of building RCD & fire management and control systems
- Co-ordinate building registers (including drawings and asbestos)
- Oversee College playground equipment and compliance
- Maintenance of Fire management and control systems
- Be the lead on all room repurpose or minor renovation works

Other

- Assist with project management for the Campus upgrade and Capital Works projects
- Design, redevelop and implement maintenance reporting systems
- Re-design maintenance work allocation to be proactive rather than reactive.
- As required coordinate adhoc tasks including : cleaning, goods receipt and deliveries, general labouring etc
- Undertake other activities as reasonably directed
- Model, promote and represent the College's Vision, Mission and Values

Terms of Appointment

Contract Type: Permanent appointment