

Maintenance Handyman

The Maintenance Handyman forms part of the Grounds and Maintenance Team in the College. The prime responsibility is to provide support to the Facilities Manager in general classroom maintenance and facility management.

This person would work unsupervised around the College campus at daily routines & rotational tasks and be ready to respond to incidents that require immediate attention. He/she would be asked to make or modify existing furniture, perform urgent repairs and assist with the team for functions and general campus event organisation.

Duties:

- Unlock buildings in the morning, check for damage and graffiti
- Remove graffiti, repair damage, check lockers
- Carpentry and minor furniture installations
- Receive daily maintenance tasks from Facility Manager
- Furniture and classroom repairs, fluoro replacements
- Door locks and general carpentry maintenance
- Assist Facility Manager in duties
- Assist in event set-up and furniture movement
- General ad-hoc school maintenance and organisation

Possible Skills and Experience:

- Energetic, fit and active worker
- Practical strong carpentry skills or building background
- Ability to work unsupervised showing initiative and discretion in a school environment
- Ability to be part of a vibrant maintenance team willing to assist with any task
- Safety awareness when driving machinery around the College
- Patience and consideration in working with an employee with a disability
- Positive, friendly approachable disposition
- A can-do attitude

Requirements

- Drivers License
- Working With Children Check (can be applied for)
- Police Clearance

Conditions of Employment

- 38 hours per week
- Monday – Friday 7:00am – 3:00pm (approx)
- \$44,000 - \$50,000 depending on quals and experience
- Good leave and general entitlements