

Facilities Manager

# Information Pack



**PADUA**  
COLLEGE

PADUA COLLEGE

80 Turner rd. Kedron

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## About Padua

**Padua College** is an independent day school for boys from Years 5 to 12. Padua, a Franciscan school, and the only school in Australia owned by the Order of Friars Minor. We are a Catholic institution that is distinctively Franciscan.

## Vision

We educate and inspire young men to live in the spirit of the Gospel following in the footsteps of St Francis of Assisi (1182-1226).

## Mission

We provide a Catholic education that develops young men of wisdom, service and quiet strength.

Peace is a practical application of the Gospel where we demonstrate positive dialogue and engagement with others. Like St Francis, we are called to be instruments of peace and reconciliation in the world.

As a Franciscan school, the staff of Padua College are expected to base their behaviour upon the Gospel teaching of peace and good will to all.

## Our Opportunities

***We empower every employee to contribute their skills, knowledge and expertise to ensure we create an exceptional working community that delivers on our Franciscan ethos and values and as a staff, we create a learning environment where every student can be the best they can be.***

At Padua College, we understand that the recruitment of exceptional staff is the first step in our employment journey at the College. Our staff do amazing work in creating an outstanding learning environment where boys feel a strong connection to each other, their College and community. To create a foundation for successful and sustainable College, we are focussed on attracting, developing and retaining the best people.

## We are PC

The unique Franciscan ethos of joy, acceptance, humility and peace is expressed in every aspect of College life from the inspiring liturgies conducted by our Friars, to the loud and proud voices of our young gentlemen chanting ... ***"We are PC!"*** on graduation day and at sporting events.

Within the high-quality facilities at our near-CBD campus in Kedron, our sporting fields in Banyo and our Outdoor Education Facility in the Noosa Hinterland, Padua offers young men an environment in which to pursue academic excellence and express themselves through co-curricular activities including music, choir and performance, debating and public speaking, chess, and community service.

Together with our Paduan families we raise young men who are joyous, engaging, confident and possessed of a quiet strength and character which enables them to achieve and contribute positively to their community and to the world far beyond the College campus.

## Position Description

Position Title	Facility Manager
Responsible To	The Rector through the Business Manager
Responsible For	Facility Coordinator Grounds Persons
Classification	Unclassified

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## Community

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## Position Statement

The Facilities Manager supports the operations of the College by ensuring the built environment is conducive to an outstanding student experience and is a safe and inviting place for staff, students and visitors. by efficiently and effectively organising and coordinating the operational management of buildings, grounds and facilities across the campuses, outdoor education centre, sporting fields and grounds.

Responsible for the day-to-day management of the functions and operations of the Facilities Department to ensure all facilities of the School are well presented and maintained to a high standard, including responsibility for the security of School buildings and management of procurement of capital works and equipment.

## Health and Safety

In consultation with the College HR/Risk and Compliance Officer ensure College WH&S policies are implemented to provide a safe and secure environment for the school community through the following strategies:

- Ensuring the safety of self and others;
- Assist the College HR/Risk and Compliance Officer in the coordination of fire and lockdown drills each semester;
- Maintain good ethics and professionalism that will earn respect of all school community members and work colleagues;

- Work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise bargaining agreement and Fair Work legislation;
- Oversee the testing and tagging of electrical items;
- Holding regular safety and tool box meetings, recording minutes of the meetings and fulfilling actions arising;
- Overseeing and being aware of the WHS, hazardous substances, environmental, operating procedures for equipment, building and vehicles;
- Ensuring all equipment and machinery are maintained and used in a safe manner;
- Taking appropriate care to always represent the School in a professional manner.

### **Communication, Documentation and Reporting**

- Ensure the maintenance of written Services documentation including procedures plans and standards;
- Ensure asset registers are maintained within the Services area and supervise regular assets checks;
- Regular communication to staff on the status of minor/major projects, particularly where they may impact on College operations;
- Ensure all maintenance and WHS records and schedules are accurate and followed
- Ensure the implementation of WHS Compliance and contribution to WH&S policies to ensure a safe working environment.
- Maintain awareness and follow all WH&S and Risk Management policies and procedures.
- Conduct workplace accident and incident investigations as required.
- Undertake the role of Fire Safety Officer and Chief Warden

### **Specific Functions**

Oversee and manage the maintenance team in the following tasks. These include but are not limited to the following:

1. General Maintenance
  - Ensuring that logged maintenance requests are completed within a reasonable timeframe and provide reporting on the jobs and completion status
  - In consultation with staff coordinate the support for internal and external events and activities
  - Managing the maintenance team including hours of duty and prioritisation of tasks
  - Provide back up support to the services team if required, for tasks within your level of competency
  - Ensuring that staff are trained in, understand and work to the operational and safe work procedures and encourage them to suggest ways of improving the processes and outcomes
  - Ensure compliance with Building regulations, Health and Safety Regulations and Safe School Standards
  - Supervise coordinate and manage scheduling of reactive, immediate and safety maintenance
  - As directed and in consultation with the Business Manager source quotations and prepare requisitions for the purchasing of equipment and maintenance related materials
  - Supervise the College Waste Management Contract

- Supervise the College vehicle fleet ensuring high levels of serviceability
- Supervise the Grounds machinery fleet ensuring high levels of serviceability
- Attend scheduled meetings with key facility user groups.

## 2. Building and property Maintenance

- Maintain buildings, fixtures, fittings and services in a serviceable and usable condition and in accordance with OH&S guidelines
- Repair/purchase and/or replace all damaged items in buildings/fixtures/fittings etc. (and/or arrange for same through approved contractors)
- Manage the asbestos remediation program in consultation with the Business Manager and Compliance Officer
- Develop and maintain a preventative maintenance program covering all aspects of facilities and maintenance.
- Ensure delivery of maintenance plan within specified timeframes and budget
- Coordinate the work of employees and or contractors engaged in property and/or maintenance duties including but not limited to cleaning, grounds, security and maintenance
- Responsibility for fire services equipment, ensuring routine checks are in accordance with relevant legislation.

## 3. Grounds and School Events

- Ensure the schedule of external building and garden maintenance is planned for and completed on a regular basis
- Maintenance of existing gardens and grassed areas, with the development of new gardens (as required) and the improvement of existing areas
- Ensure that grounds are always kept to a high standard, and that staff and external contractors are managed to ensure these high standards are continually maintained
- Supervise the setting up of equipment and furniture for special School events such as Parent Information Evenings; Assemblies and sporting carnivals and Graduation Week.
- Ensure swimming pool is regularly maintained and daily / weekly records maintained of pool water quality tests
- Control and maintain equipment and consumables used in the support of functions and events
- Liaising with external parties in relation to requirements for hire of facilities including cleaning, access and security requirements

## 4. Sporting fields and Canteen operations

- Attend to any maintenance requests for the Canteen operations
- Ensuring facilities such as cricket practice nets; cricket wickets; marking of ovals for relevant term sports are ready for use as required. This may involve meetings with Sports Department or Area Leaders.

## 5. Cleaning and Waste

- Manage cleaning and waste management contracts and ensure quality control in the delivery of these services under the direction of the Business Manager
- In consultation with the Business Manager, develop and maintain a cleaning schedule for the School's cleaning staff covering daily, weekly and school holiday routines

- Liaise with cleaning staff to ensure high standards of cleaning is maintained
6. Security
- Exercise overall responsibility for the daily security of the premises
  - Organise repair of the maintenance of the School's building security system if required
  - There may also be a requirement to travel to the School during the evening or after hours in the event alarms are activated
  - Ensure with the allocation and record keeping of security codes and keys
  - Tag all items with identification codes and maintain details for inclusion in asset register
  - Responsible for efficient operation of the Building Management System ( BMS)
  - Update and ongoing management of the Asset Where program.
7. Minor and Capital Works
- Be involved in planning, costing and developing new capital works as determined from time to time
  - Liaise with Contractors, Building Management and Architects with new building projects, ensuring timeline is adhered to and quality of workmanship is obtained
  - Be involved in the long-term vision and planning for the College including assisting the Business Manager in the development of strategic capital and maintenance budgets.
8. Financial Accountability
- These duties are conducted in conjunction with the Business Manager
- In consultation with the Business Manager, prepare an annual Facilities Budget, in line with an annual capital works plan and rolling maintenance schedule
  - Be responsible for ordering of goods and services associated with the Facilities Budget
  - Check and sign off on related invoices before payment is made
  - Any expenditure in excess of \$2,500 in any one transaction requires prior approval from the Business Manager.
9. Other Duties
- Maintain College plans and maps up to date
  - Any other duties or tasks as assigned by the Rector or Business Manager.

### **Qualifications**

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position. This may include facilities-based administration experience with a working knowledge of building operations.

### **Skills and Competencies**

- The ability to work accurately, flexibly and efficiently
- The ability to work productively, even without direct supervision
- The ability to prioritise where there may be multiple competing tasks
- Proven experience in managing a Team and strong Leadership skills
- The ability to communicate effectively with all stakeholders
- The ability to respond to enquiries from the school community in an articulate, pleasant and professional manner

- The ability to produce work of a high standard, using applications such as Microsoft Word and Excel
- Possession of, or eligibility for, a 'Working with Children' suitability card.

### **Personal Attributes**

- Demonstrated multi-skilled ability and the ability to take a hands-on role approach
- Demonstrated empathy with young persons
- Demonstrated ability to work in a team environment and capacity to coordinate volunteers
- Demonstrated awareness and ability to implement Health and Safety practice & procedure
- Demonstrated ability to arrange and provide oversight of contractors
- Demonstrated ability to use and learn maintenance related computer systems.

### **Delegation During Absence**

In the absence of the Facility Manager the key responsibilities and authorities will be delegated by the Business Manager or Rector.

I, \_\_\_\_\_ have read and understood the Facility Manager Position Description and agree to the responsibilities and authorities herein.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **The Application Process**

The College requirement to apply is as follows:

#### Application Submission

All applicants are to be addressed to:

Mr Peter Elmore  
Rector

All internal applications are to be submitted through [cperrett@padua.qld.edu.au](mailto:cperrett@padua.qld.edu.au) and include:

1. A cover letter (maximum 2 pages) addressing the selection criteria by providing/describing examples of actual work that has been done, or actual participation in a relevant activity.
2. A full resume, including;
  - your full name and title;
  - postal address, email address, telephone number(s) for both during and after work hours;
  - your educational qualification relevant to the duties and selection criteria for the position;
  - your relevant recent work history (most recent jobs should be listed first), including names and addresses of employers, positions held, length of time in each position, major duties, responsibilities and achievement;
  - membership of relevant professional associations and clubs.
  - The names and telephone numbers of one (1) recent professional referees who should be in a position to comment about performance in relation to the above criteria.

**Acknowledgement**

Applications submitted using the Padua College Application process will receive an acknowledgment.

**Selection process**

Short-listed candidates are contacted to arrange a time to meet with the selection panel for an interview. Candidates short-listed from the first interview may be required to come back for a second interview and/or further recruitment activities. As part of the interview process for teaching staff, short-listed candidates may be asked to demonstrate their teaching by the applicant being a 'guest teacher' at the College.

**Reference Checks**

A minimum of one reference checks is undertaken. The selection panel will discuss your application with your nominated referees. The school also reserves the right to consult with other persons who may have knowledge of your experience. This is at the Principal's discretion.

**Pre-employment compliance checks**

All candidates are required to undergo a screening process prior to appointment and successful candidates must comply with school policies and relevant legislation relating to student protection and wellbeing.

The College reserves its right to undertake additional pre-employment checks to support the commitment to recruiting the highest quality employees and considering the specific needs of each role.

**Questions** Please speak with Simon Stower and Claudette Perrett





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