

Property Manager

Role Description:

- To co-ordinate and provide property, maintenance and facility services to the School under the supervision of the Business Manager
- To provide a safe and well maintained school environment
- To operate within the guidelines of budgets as directed by the Business Manager

General Responsibilities –

Building and Property Maintenance

- Co-ordinate the work of other employees engaged in property and/or maintenance duties
- To maintain buildings, fixtures, fittings and services to a safe standard condition and in accordance with WHS guidelines
- Repair/purchase and/or replace all damaged items in buildings/fixtures/fittings etc. (and/or arrange for same through approved contractors)
- In liaison with the Business Manager prepare a preventative maintenance program covering all aspects of property and maintenance and included pest control.
- Co-ordinate volunteer assistance and facilitate Working Bees
- Maintain current records of the location of utility service lines - gas, water, electricity, phone and computer network lines
- Under the direction of the Business Manager prioritise and address the day to day requests for maintenance from the staff
- Repair, maintain and organise storage of all equipment necessary to carry out duties.
- Responsibility for fire services equipment.

Grounds

- Prepare and maintain play and grassed areas, including ovals.
- Plant and maintain trees, shrubs and gardens and oversee work carried out by employees, volunteer helpers and approved contractors
- Establish and maintain pedestrian ways, service roads and other traffic areas around the school
- Ensure appropriate maintenance of signage

Cleaning and Security

- In conjunction with the Business Manager have responsibility for the daily security of the premises
- Ensure cleaning by contactors is completed as required
- Ensure cleanliness of the school after all meal breaks.

Facility Management

- Provide assistance to staff with the practical arrangements for functions, assemblies, exams and specific projects as directed by the Business Manager



- Develop good workplace practices with emphasis on safety.
- Ensure the onsite water collection/ retention and onsite sewerage treatment systems are well maintained.
- Ensure the wildlife around the school is protected.

On-going Capital Works

- Assist the Business Manager to plan, cost and develop new capital works as determined from time to time
- Assist the Business Manager when liaising with Council and other statutory bodies in respect of new capital works.

General

- Meet weekly with the Business Manager to discuss maintenance and facility matters. Make recommendations the Business Manager of any potential school improvements or maintenance that is required
- Be prepared to upgrade and extend their skills by actively seeking experiences including training courses and be professionally developed in areas that will benefit the school
- Managing the annual properties budget and exercising responsibility for the expenditure assigned to the position.
- Be involved in the long-term vision and planning for the School
- Attend WHS meetings and provide practical solutions to issues raised where ever possible
- Other duties as assigned by the Business Manger

Involvement in the life of our school -

This will involve:

- Attendance at whole school staff meetings
- Involvement in school events as required

Personal Attributes -

The Property Manager will:

- Be a Christian who ascribes to the NCS Statement of Faith and is striving to live a life in accordance with God's word which is evident in the way they live
- Be willing and able to share their faith and how it impacts on their role within the School
- Be an active member of a Church Community
- Show a commitment to and understanding of the Nepean school context
- Be supportive of the school's vision
- Maintain the ability to work in the pressure of a school environment where there are competing priorities
- Maintain excellent verbal and written skills



- Maintain confidence in dealing with a range of customers including, staff, parents, students contractors and visitors
- Maintain confidentiality in issues relating to students, staff and parents
- Have a variety of maintenance skills
- Show empathy with young persons
- Show ability to work in a team environment and capacity to co-ordinate volunteer assistance
- Shown an awareness of WHS practice and procedures
- Have proven ability to arrange and provide oversight of contractors.

Skills/Experience:

- Demonstrated understanding of the principles of quality customer service, courtesy and professionalism
- Demonstrated capacity and experience in working in a team environment
- High level of interpersonal and communication skills
- Current LR motor vehicle licence (or willingness to obtain within 6 months from date of employment).
- Trade licence/skills applicable to general building maintenance

Accountability:

The Property Manager shall:

- Report directly to the Business Manager
- Work closely with staff to ensure the smooth running of operations within the school.

Remuneration:

- This is a full time position (Monday-Friday)
- \$60,000-\$78,000 per annum (dependent on skills and qualifications)