



CHRIST'S COLLEGE
CANTERBURY

POSITION DESCRIPTION

Maintenance Team Leader and Carpenter *Schedule of Responsibilities and Person Specification*

Responsible to: Maintenance Manager

Purpose of the Position:

To supervise the maintenance team, take responsibility of prioritising, scheduling and satisfactory completion of maintenance tasks, and to maintain an inventory of maintenance and cleaning supplies.

To carry out maintenance on College buildings, facilities and plant.

To assist with College activities and events.

Functional Relationships

- Maintenance carpenters, electrician, grounds staff and custodian
 - Maintenance Manager
 - Contractors
 - Other College Staff
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Supervision

- Maintenance Team
 - Contractors
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Hours of Work:

Generally, 40 hours per week - Monday to Friday from 8.00am to 4.30pm.

It is expected that generally 20 hours per week will be spent on maintenance duties and the balance of time in supervision, scheduling, and inventory management.

The Carpenter and Maintenance Team Leader may, from time to time, be required to be contactable and able to respond to significant maintenance issues (e.g. equipment failures, security or safety issues, and emergencies) outside of normal work hours.

Responsibilities (key result areas)

All Christ's College employees are expected to take an active roll in ensuring their own health and safety at work. The Carpenter and Maintenance Team Leader will also take an active roll in ensuring that health and safety standards are met by the Maintenance Team and contractors on site.

Planning, communication and administration

Key Tasks	Desired Outcomes
<ol style="list-style-type: none"> 1. Prioritise and schedule maintenance and grounds tasks, seeking guidance from the Maintenance Manager when necessary. 2. Monitor the performance of maintenance staff to ensure all work is completed on time, to Christ's College standards, and recorded within FMX. 3. Maintain the FMX ticketing system to track and manage maintenance tasks. 4. Collate timesheets for the maintenance team. 5. Monitor supplies required for the maintenance team, cleaners and Houses and purchase replacement stock. 6. Investigate alternate supplies to ensure best price and quality is achieved. 7. Establish schedules for regular maintenance checks (daily, weekly, monthly, annual) and record them on FMX. 8. Ensure all regular maintenance checks are completed in accordance with schedules and results are recoded on FMX. 	<ul style="list-style-type: none"> • All maintenance and grounds work is carried out efficiently, on time, and to College standards. • The maintenance team is aware of planned College events and facilities are prepared/ venues are setup in advance. • Maintenance and cleaning supplies purchased as required at the best possible quality and price while considering continuity of supply. • A restricted range supplies is maintained in stock.

Maintenance Duties

Key Tasks	Desired Outcomes
<ol style="list-style-type: none"> 1. Carpentry 2. Minor maintenance tasks which may include: <ol style="list-style-type: none"> a. Preventative maintenance b. Painting c. Minor Glazing d. Minor plumbing repairs e. Minor electrical and lighting repairs f. Testing of emergency systems 3. Routine inspecting and testing of plant 4. Labouring in support of College events and functions (e.g. moving furniture for events) 	<ul style="list-style-type: none"> • High standard of work. • Work to appropriate safety standards. • The School is kept well-maintained, attractive and conducive to teaching and learning.

Other duties

Carry out other duties as reasonably requested from time to time.

Ideal Person Specification

The Carpenter and Maintenance Team Leader will have excellent carpentry skills and a broad handyman background and be able to undertake a wide range of maintenance and building tasks.

The appointee will have demonstrated good verbal communication and leadership skills. They will also have experience with, and be comfortable using, electronic construction/maintenance management software.

The appointee will have:

- Personal qualities of honesty, integrity, enthusiasm and approachability;
 - Strong inter-personal skills with ability to build and maintain relationships;
 - Ability to plan, prioritise and organise work;
 - Ability to supervise and direct staff;
 - A trade qualification in carpentry;
 - General knowledge of electrical, plumbing and general trade maintenance;
 - Understanding of operation of plant, machinery and equipment relative to building maintenance, e.g., pumps, air conditioning, swimming pool plant;
 - Positive “can do” attitude with a “solution focus”;
 - A current driver’s license.
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General Conditions

- Personal protective equipment and wet weather gear will be provided by the College.
 - The appointee is required to dress appropriately to the duties being carried out.
 - Christ’s College is an Anglican school and employees are expected to be supportive of its character and heritage
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