



<b>Directorate</b>	<b>Education</b>
<b>Division</b>	<b>School Performance and Improvement</b>
<b>Branch</b>	<b>Belconnen</b>
<b>Section/School</b>	<b>Kingsford Smith School</b>
<b>Temporary/Permanent</b>	<b>Permanent</b>
<b>Position Number</b>	<b>P67268</b>
<b>Classification</b>	<b>Building Service Officer 4 (BSO4)</b>
<b>Position Title</b>	<b>Facilities Manager</b>
<b>Immediate Supervisor</b>	<b>Principal/Business Manager</b>

In accordance with Directorate policies and in consultation with the supervisor, the position requires a high degree of initiative and independent judgement. It may include the management of multiple projects; involve coordinating, training, mentoring and supervising a team of Building Service Officers; and be a cluster position with specific responsibilities.

**Key Responsibilities** Maintain the school buildings and grounds [including preschool(s) and cluster buildings and grounds] in a clean and tidy condition with regard to safety and security hazards, completing emergency and other repairs to trade/industry standard OR when organising and overseeing emergency repairs

#### **DUTY STATEMENT**

***The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness.***

**In accordance with Directorate policies and in consultation with the supervisor, a Facilities Manager (BSO4) will:**

1. Demonstrate a high degree of initiative, independent judgement and quality control to achieve improved outcomes, including but not limited to:
  - The management of a complex school/cluster site specific operation, program or business unit
  - Coordinating, supervising and/or completing required work to maintain and enhance the grounds, building, fixtures, fittings, furniture and equipment OR organising and overseeing work
  - Ensuring the security of the school and cluster buildings, furniture, fittings and equipment
  - Developing, coordinating and implementing annual building and grounds maintenance programs undertaking regular inspections to determine priorities
  - Manage the school's maintenance programs and supervise contractors
  - Coordinating , training, supervising and mentoring other BSOs
  - Coordinating and supporting the school's sustainability initiatives as required.
2. Operate and monitor the school's heating and cooling systems and initiate and implement strategies to minimise energy usage OR if the school has an automated climate management system, monitor with a view to minimising energy usage.
3. Within reasonable safety limits, manage, coordinate and assist with:
  - Stocktake and the receipt and storage of equipment and supplies
  - Rearranging or relocating furniture and equipment.
4. Undertake relevant administrative tasks as required. Ensure compliance in relation to school/cluster risk management and safety documentation requirements.



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**Immediate Supervisor**

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**School Performance and Improvement**

**Belconnen**

**Kingsford Smith School**

**Temporary 6 months with possible permanency**

**P67268**

**Building Service Officer 4 (BSO4)**

**Facilities Manager**

**Principal/Business Manager**

## SELECTION CRITERIA

**In accordance with Directorate policies and in consultation with the supervisor, a Facilities Manager (BSO4) will:**

- 1 Initiate, coordinate and undertake repair and maintenance tasks to trade/industry standard.
- 2 Plan, coordinate and manage multiple projects, determine resource requirements and remain within allocated budgets.
- 3 Supervise and monitor the school's maintenance programs, contracts, cleaning and security; operate (if appropriate) and monitor the school's heating and cooling systems with a view to minimising energy usage.
- 4 Work and communicate effectively with stakeholders, both as an individual and a team leader.
- 5 Demonstrate capacity to work with minimal or no supervision, efficiently determine work priorities for self and team, operate effectively under pressure and meet deadlines. Ensure compliance with required record keeping.
- 6 Comply with principles and practices from the Respect, Equity and Diversity Framework; participative management values; and workplace, health and safety requirements.

## Eligibility/Other Requirements:

- 7 An industry recognised qualification in trade skills or equivalent work experience.
- 8 Evidence of a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to: [Access Canberra](#)
- 9 **Mandatory Asbestos Awareness Training:** Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required prior commencement. For further information refer to: [Access Canberra](#)
- 10 **Mandatory Crystalline Silica Exposure Training:** Evidence of completion of training delivered by a Registered Training Organisation for Crystalline Silica Exposure Prevention is required prior to commencement. For further information refer to: [WorkSafe website](#)
- 11 **Mandatory White Card:** Evidence of completion of training delivered by a Registered Training Organisation for Prepare to work safely in the construction industry (White Card) is required prior to commencement. For further information refer to: [Access Canberra](#)
- 12 A pre-employment medical clearance is required prior to commencement. This assessment is at the cost of the Directorate and not the applicant. If/when a request for registration is in the final stages of completion, contact will be made with the applicant to organise the medical assessment.



Mandatory Training in other WHS procedures may be required during employment: for example Working at Heights, Sharps.

**Desirable:**

- 13 Microsoft Office suite IT skills; Certificate IV in an appropriate field eg Security, Training and Assessment.
- 14 A current First Aid certificate.