Directorate	**Education**
Division	**School Performance and Improvement**
Branch	**Tuggeranong Network**
Section/School	**Erindale College**
Temporary/Permanent	**Permanent**
Position Number	**P47783**
Classification	**Building Service Officer 3 (BSO3)**
Position Title	**Building Service Officer 3**
Immediate Supervisor	**Principal/Business Manager**

In accordance with Directorate policies and in consultation with the supervisor, the position requires initiative and independent judgement. The position may include coordinating, mentoring and supervising other BSOs and may be a cluster position with specific responsibilities.

Key Responsibilities: Maintain the school 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 ensuring this standard 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 Building Service Officer 3 (BSO3) will:

1 Assume responsibility for the security of the school and cluster buildings, furniture, fittings and equipment. Coordinate, initiate and implement strategies to achieve improved security outcomes.

2 Assume responsibility for the school, cluster and associated preschool(s) building maintenance including, but not limited to:

- Undertaking regular inspections to determine priorities
- Coordinating and completing required work to the building, fixtures, fittings, furniture and equipment OR organising and overseeing work
- Develop, coordinate and implement an annual maintenance program
- Manage the school's maintenance programs, supervise contractors, initiating and implementing strategies to improve outcomes

3 Assume responsibility for day to day grounds maintenance work enhancing the school, cluster and associated preschool(s) including, but not limited to:

- Undertaking regular inspections to determine priorities
- Completing an annual systematic grounds maintenance program
- Coordinating and supporting the school's sustainability initiatives as required.

4 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.

5 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.

6 Undertake relevant administrative tasks as required. Ensure compliance with risk management and safety documentation requirements

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SELECTION CRITERIA

In accordance with Directorate policies and under limited supervision, a *Building Service Officer* 3

(BSO3) will demonstrate initiative when:

1 Undertaking a range of repairs and maintenance to building, grounds and equipment, estimating resource requirements if required.

2 Supervising and monitoring the school's maintenance programs, contractors, cleaning and security; with a view to minimising energy usage, operate (if appropriate) and monitor the school's heating and cooling systems.

3 Communicating and liaising effectively with staff, students, members of the public and contractors.

4 Working with minimal or no supervision, efficiently determining work priorities, operating effectively under pressure and organising workloads to meet deadlines. Maintain accuracy in required record keeping.

5 Complying with principles and practices from the Respect, Equity and Diversity Framework; participative management values; and workplace, health and safety requirements.

Eligibility/Other Requirements:

6 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

7 ***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

8 ***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

9 ***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

10 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.

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

Desirable:

12 An industry recognised trade qualification or equivalent work experience.

13 A current First Aid certificate.