



Directorate

Education

Division

School Performance and Improvement

Branch

Section/School

Temporary/Permanent

Position Number

Classification

Building Services Officer 1 (BSO1)

Position Title

Building Services Officer

Immediate Supervisor

Principal/Business Manager

Key Responsibility: Maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards and where necessary, organise 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 under general supervision, a BSO1 will:

- 1 Assume responsibility for the security of the school buildings, furniture, fittings and equipment.
- 2 Supervise and monitor the school's maintenance programs, contractors, cleaning and security for the school and associated preschool(s). Complete risk management and safety records.
- 3 Monitor the school buildings and grounds including any associated preschool(s). Undertake basic repairs and maintenance to the buildings, grounds, fittings, furniture and equipment.
- 4 Operate and monitor the school's heating and cooling systems with a view to minimising energy usage OR if the school has an automated climate management system, monitor with a view to minimising energy usage.
- 5 Assist with stocktake and the receipt and storage of equipment and supplies.
- 6 Rearrange and/or relocate furniture and equipment within reasonable safety limits.
- 7 Undertake relevant administrative tasks as required ensuring compliance in relation to risk management, safety and appropriate record keeping.

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SELECTION CRITERIA

In accordance with Directorate policies and under general supervision, a BSO1 will demonstrate the ability to:

- 1 Use initiative to undertake a range of building and equipment repairs and maintenance.
- 2 Supervise and monitor the school's maintenance programs, contractors, energy usage, cleaning contractors and security and maintain appropriate records.
- 3 Communicate and liaise with staff, students, members of the public and contractors, ensuring a high level of customer service.
- 4 Work with minimal or no supervision, determine work priorities, operate effectively under pressure and organise workloads to meet deadlines.
- 5 Comply 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 to 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](#)



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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.

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

Desirable:

12 A current First Aid certificate.