ACT Government
Education

Directorate	**Education**
Division	**School Improvement**
Branch	**South Weston**
Section/School	**Whitlam School**
Temporary/Permanent	**Permanent**
Position Number	**P72658**
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

ACT Government
Education

Directorate	**Education**
Division	**School Improvement**
Branch	**South Weston**
Section/School	**Whitlam School**
Temporary/Permanent	**Permanent**
Position Number	**P72658**
Classification	**Building Service Officer 3 (BSO3)**
Position Title	**Building Service Officer 3**
Immediate Supervisor	**Principal/Business Manager**

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.

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.