



## DUTY STATEMENT

### Maintenance Officer / Carpenter

---

**Date:** December 2021  
**Time:** Full-time  
**Status:** Ongoing  
**Department:** Property Services

---

#### Position Context:

Mercy College is a Catholic, coeducational school established by the Sisters of Mercy in 1972, with over 1600 students from Kindergarten to Year 12. The College is a Christ centred, child focussed faith and learning community, that celebrates a culturally diverse population guided by the Mercy values of Justice, Compassion, Service, Excellence and Dignity.

The Maintenance Officer/Carpenter is part of the Property Services Team and reports directly to the Property Services Manager.

---

#### LINE MANAGEMENT:

- Working under the direction of the Property Services Manager.
- 

#### DUTIES AND RESPONSIBILITIES:

##### *General Duties Maintenance*

- General maintenance and building tasks;
  - Repairs to furniture, lockers, doors, windows, whiteboards and pin boards;
  - Minor repairs to buildings;
  - Cleaning roofs and gutters;
  - General carpentry tasks;
-

- 
- Movement of furniture and equipment;
  - Maintenance of outdoor furniture and equipment;
  - Clean and maintain property services equipment including all vehicles;
  - Assist Parks and Gardens team with projects;
  - Any other duties as directed by the Principal or Property Services Manager.

### ***Compliance***

- Testing and tagging of electrical equipment;
- Weekly compliance checks;
- Buses and light vehicle maintenance.

### ***Cleaning***

- General cleaning internal and external as required during the day;
- Cleaning of buses;
- High pressure clean of buildings and hard surfaces;
- Emptying / washing bins;
- Collect loose rubbish.

### ***Events***

- Assist with set up/pack up of events;
- Assist with transporting equipment for event;
- Assist with Event Parking;
- Lock up and setting of alarms after events;
- Maintain event equipment.

### ***Security***

- Physical security of site. Challenge and remove unauthorised persons from site if required;
- Report to Property Services Manager any broken windows or other damaged property;
- Remove graffiti from any outside structures inside and outside of perimeter fence;
- Secure buildings as required. Unlocking and locking of buildings as directed'
- Part of emergency response team for evacuation of students and staff.

### ***Occupational Health & Safety***

- All staff are to take personal responsibility for their own safety. They are expected to report any hazards that may cause harm to other employees or visitors to the College;
- PPE to be worn;
- Workshops, machinery and Top Shed to be maintained in a clean and orderly manner;
- Ensure correct storage of chemicals, fertilisers and fuels.

---

## **REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE:**

- A clear commitment to the objectives and ethos of Catholic Education;
- Must hold a current Nationally Coordinated Criminal History Check (through the Department of Education WA);
- Must hold a current 'Working with Children' card;
- Cabinet Making/Carpentry experience;
- Working at Heights;
- Test Tag qualifications;
- Treat all information of the College in a confidential manner;
- Deal with all staff, students and family members in such a manner as to support the Catholic Education Office / Mercy College Code of Conduct;
- Commitment to Child Safety and Protection consistent with the CEWA Child Safe Framework.
- Comply with the Public Health Order regarding mandatory covid vaccination requirements.

---

## **SALARY, TERMS AND CONDITIONS:**

- The successful applicant will be employed under The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 (EBA);
- Salary level: 2.1 – 2.6;
- Normal work shift of 7.5 hours that will fall between 0700 and 1900 hours, Monday to Friday, depending on events, projects and seasons (as per weekly roster);
- Some afterhours/weekend work will be required to support events/projects;
- Working 48 weeks per year, plus 4 weeks annual leave, as negotiated with the Property Services Manager.