



Atlantis Beach Baptist College

Grounds and Property Manager Duty Statement

Atlantis Beach Baptist College is seeking expressions of interest from a Christian, suitably qualified, dedicated and enthusiastic Grounds and Property Manager, who will be responsible through the Principal for all maintenance and ongoing operations relating to the grounds, buildings, service contractors and other assets of the College.

Atlantis Beach Baptist College expects that all staff will at all times demonstrate the highest possible professional, Christian and ethical standards whilst employed in the ministry of the College.

Position available

The starting date of this position in 2016 is yet to be confirmed.

This is expected to be a part time position initially that will become a full time position as the College grows.

This position is subject to a performance appraisal within the first year.

Qualities

- Ability to use initiative, be flexible, have excellent interpersonal skills and a cheerful, 'can do' attitude
- An understanding of contracts as they relate to property
- Experience in managing grounds property and contractors
- The ability to work under pressure, set priorities, meet deadlines, manage several projects at one time and maintain confidentiality are all essential
- An ability to assist in practical duties when required.

Key selection criteria

The successful applicant will:

- Demonstrate proven leadership and management skills
- Have well-developed interpersonal skills, with emphasis on service possess initiative, be self-motivated and a team player
- Have the ability to think laterally and problem solve
- Possess organisational and record-keeping skills
- Be able to prioritise tasks
- Possess sound keyboard skills with good knowledge of MS Office, particularly Word and Excel
- Possess an empathy with young people
- Possess an excellent knowledge of Occupational Safety and Health procedures and a willingness to receive further training to remain qualified or gain qualifications as required.

Main duties

Duties come under a number of broad headings and the Grounds and Property Manager will be required to attend to all duties at various times.

1. Oversees maintenance of College buildings, grounds, equipment and other assets
2. Coordinate external contracts
3. Minor capital projects
4. Manage insurance claims relating to property
5. Other duties and involvement in College life

1. Maintenance of College grounds and property

The Grounds and Property Manager has responsibility for:

- Prioritising the maintenance workload, including responsiveness to emergency situations that arise from time to time
- Monitoring and managing tasks entered on the College's online Tracker System.
- Attending to emergency call-outs after hours
- Overseeing servicing and maintenance on all college vehicles, trailers, machinery and equipment
- Planning and overseeing maintenance of the College buildings, fixtures and fittings, ensuring good stewardship that allows the maximum possible longevity and usage of facilities by minimising the effects of wear and tear in line with the College budget
- Assigning staff to best utilise their individual skills to undertake maintenance tasks arranging and managing contracted tradespersons to service and maintaining
- facilities/equipment for any repairs that are beyond the expertise of staff
- Ensuring the facilities and grounds of the College are physically safe, so as to prevent/reduce the possibility of accidents and injuries by identifying and implementing solutions to problem areas
- Overseeing the maintenance and enhancement of the College grounds and surrounds in a way that complements the environment; providing appropriate play and education areas; presenting a tidy and professional appearance to all playing fields, ovals, gardens, trees and walkways
- Overseeing all turf areas, landscaping and gardens in consultation with the College Principal.
- Liaising with the relevant Coordinator and Principal and taking responsibility for the set up for large events, ensuring cleaning, grounds and security support is in place as appropriate arranging for the setup and maintenance of classroom furniture, fixtures and fittings,
- Ensuring there is adequate and appropriate furniture in each classroom for the teacher's requirements
- Liaising with the relevant Coordinator and oversee the setup of parent events, presentation and graduation functions and a range of other official events
- Liaising with the relevant Coordinator in charge of College Assemblies regarding setup
- Managing the maintenance and grounds budget, in line with the parameters set by the College Principal.
- Maintaining current records of the location of utility service lines – gas, water, electricity, phone and computer network lines
- Maintaining facilities bookings, via Outlook Calendar, and ensuring that facilities are in good order for functions as required. Liaising with the relevant Coordinator in charge for provision of audio-visual and other resources for functions as required
- Managing bookings and the use by multiple stakeholders of the College facilities, ensuring it presents at a high standard.
- In liaison with the Principal, preparing a preventative maintenance program covering all aspects of property and maintenance
- Advising the Principal on any property issues as they arise

2. Coordinate external contracts

The Property Services Coordinator is responsible for:

- Ensuring College grounds and buildings are cleaned each day
- Liaising with the cleaning contractors to ensure the contract is adhered to and arranging for the windows and carpets to be cleaned as required
- Organizing all waste collection, including the waste removal contract daily security of the premises, via the cleaning contractor
- Liaising with the security monitoring and patrol companies

- Coordinating the installation of appropriate locks and alarms to ensure appropriate restriction of entry to the College property by authorised persons

- Overseeing security of the College and College grounds.
- Maintaining the security database and conducting an annual audit of the database to ensure user list is up-to-date and users are all currently authorised
- Maintaining the key register and distributing keys to staff members
- Coordinating and overseeing other property related contracts such as turf maintenance, pest control, lift maintenance and air conditioning servicing

3. Minor capital projects

- Plan and manage minor projects and building alterations
- Where necessary, and with direction by the Principal, coordinate the addition or alteration of existing facilities in line with the changing needs of the College
- Order new furniture, fittings and equipment for projects or as required
- Order capital equipment as agreed by the Principal
- Assist the Principal and any Project Manager appointed by the Board, with the planning of major projects and capital works

4. Insurance

- Liaise with Insurance Brokers on events that may give rise to an insurance claim
- Keep appropriate records for insurance claims
- Submit insurance claims and follow up any remedial work

5. Other duties & involvement in College life

Attend the College's Occupational Safety and Health (OHS) meetings.

Report on the College's Occupational Safety and Health practices and procedures.

Be able to undertake Occupational Safety and Health risk assessments of the College grounds and buildings.

Attend Occupational and Health training courses to maintain qualifications as the College's OHS Officer.

When appropriate, attend out-of-hours emergency callouts

Be involved in Annual Presentation and Graduation events and other after hour's functions and events when required.

Other duties as requested by the Principal

Qualifications

- Current Police Clearance and Working with Children's Check.
- The successful applicant will have excellent inter-personal and professional qualities, including compassion, high order written and oral communication skills, initiative and the ability to work as part of a team.

Desirable qualifications

- Current Senior First Aid Certificate

