



BRISBANE BOYS' COLLEGE

Position Title	Maintenance Assistant		
Reporting to	Facilities Manager		
Department	Corporate Services	Sub Department	Facilities
Job Type	Permanent/Full Time	Hours per week	38 hours
Location	Brisbane Boys College	Last Review	2024

Brisbane Boys College is an established GPS day and boarding school. The school was founded in 1902 by Mr. Arthur Rudd, who had a vision of moulding boys to be worthy leaders and good citizens – a vision that remains today. The College occupies 13-hectare site four kilometres from the centre of Brisbane and educates boys from Prep to Year 12.

Primary Objective

The primary objective of the Maintenance Assistant is to provide efficient maintenance support and assistance within the facilities team and to support college's corporate services function. This includes assisting the facilities team with repair and maintenance tasks, managing maintenance tools and equipment, and ensuring compliance with health and safety regulations and protocols.

Key Responsibilities

- Undertake general building and maintenance work across the college campus including any repairs or modifications.
- Carry out planned and scheduled maintenance works as logged on the College UpKeep and as directed by the Facilities Manager and Facilities Coordinator.
- Work collaboratively with the College Logistics team across events and functions.
- Proactively communicate back on repairs and maintenance issues that have been logged through the UpKeep system.
- Provide a service to the College and maintain open communication between departments.
- Have a flexible attitude to hours of work and cover as required.
 - 6am- 2pm or 10am - 6pm

Compliance with Health and Safety Regulations:

- Ensure an understanding of the Workplace Health and Safety Act 2011.
- Ensure that routine housekeeping of the workshops and vehicles are completed.



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- Ensure the safe security and upkeep of college tools and equipment, including the maintenance of any relevant records.
- Ensure that all work is performed in accordance with the requirements of relevant legislation and correct use of permits and licences are observed.
- Ensure Risk Assessments and SWiMs are undertaken, documented, adhered to, and regularly reviewed.
- Report any risk concerns and accident occurrences through the relevant risk alert system.
- Ensure the safe storage and monitoring of any hazardous chemicals.
- Attend relevant staff meetings, other meetings, and training and development as required by the post.

Skills and Capabilities

- Basic knowledge of maintenance tasks and equipment.
- Ability to support maintenance staff in repair and maintenance tasks.
- Proficiency in equipment maintenance and tool management.
- Understanding of safety protocols and adherence to health and safety regulations.
- Strong organizational and communication skills.
- Attention to detail and a commitment to quality work.

Qualifications and Experience

- A high school diploma or equivalent is required. Technical training in maintenance or a related field is advantageous.
- Prior experience in maintenance support or equipment management is preferred.
- Knowledge of maintenance tools and equipment, including their safe and efficient use.
- Familiarity with safety regulations and protocols in maintenance work.

Performance KPIs

The Maintenance Assistant performance will be assessed based on the following Key Performance Indicators (KPIs):

- Efficient and timely support for maintenance tasks, contributing to the completion of repair and maintenance projects.
- Effective maintenance tool and equipment management, ensuring their proper functioning and availability.
- Adherence to safety protocols and compliance with health and safety regulations.
- Collaborative work with the maintenance team and timely response to maintenance needs.
- Reduction in maintenance-related incidents and accidents.



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Mandatory requirements

- Adhere to the PMSA Code of Conduct.
- Comply with College policies, procedures, and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.
- Positively support the College's traditions and Christian ethos.
- It is a condition of employment that the incumbent must apply for and obtain a Blue Card for Working with Children.

Other

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is, therefore, a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.

Signature

All levels have approved this job description of management.

The employee signature below constitutes employee's understanding of the requirements essential functions and duties of this position.

Employee signature _____

Date _____