POSITION DESCRIPTION
MAINTENANCE CARETAKER Full Time 40 hrs p/w

REPORTS TO: Finance and Project Manager
DATE PREPARED: May 2013

PRIMARY PURPOSE
The primary objective of the Maintenance Caretaker is to follow up all maintenance requests and monitor the risk management associated with maintaining a safe environment.

ABOUT THE SCHOOL
Plenty Valley International Montessori School is an independent school offering a curriculum based on Montessori philosophy, for children from birth to 12 years of age. The school currently consists of Playgroup 4 mornings per week, three Cycle One classrooms for 3-6 year olds, three Cycle Two classrooms 6-9 year olds, and two Cycle Three classrooms for 9-12 year olds.

POSITION DUTIES AND RESPONSIBILITIES
The Maintenance Caretaker is responsible for the following key functions and services:

- The effective delivery of planned and reactive maintenance, including the allocation of material resources
- To work with limited supervision
- Consultation and advice to the Finance and Project Manager
- Coordination and implementation of the approved planned maintenance programs
- Coordination of the subcontracted maintenance support and program works
- Manage allocated Minor Projects
- Provide accurate and timely job progress data to the Finance and Project Manager
- Maintain a rigorous overview and accountability for all procurement and resource usage for all maintenance functions and tasks
- Ensure understanding and compliance with all relevant OH&S policies, procedures, standards and requirements for the maintenance team
- Regularly check and sign off the Maintenance Register

ORGANISATIONAL RELATIONSHIPS
The Maintenance Caretaker reports to the Finance and Project Manager and has a working relationship with all members of the school community.

KEY SELECTION CRITERIA
The Key Selection Criteria for the Maintenance Caretaker include:
- Any Trade qualification would be an advantage
- Demonstrated relevant industry based work experience in the one or more fields of maintenance and service delivery
- Previous experience in maintenance and/or construction disciplines
- Demonstrated understanding of and experience ensuring compliance with relevant OH&S regulations and practices within the maintenance and/or construction industries
- Well-developed interpersonal and communication skills with a proven ability to create a customer focused environment
• A proven ability to manage maintenance and individual project budgets
• A proven ability to be trusted and respect confidentiality

QUALIFICATION AND EXPERIENCE
Highly Desirable

• A Trade qualification, including a relevant work background
• A current driving licence

MANDATORY WORKING WITH CHILDREN CHECK AND CURRENT POLICE CHECK
All employees of Plenty Valley International Montessori School must undertake a “Working with Children’s “check prior to appointment.

SALARY AND CONDITIONS
The salary and conditions will be commensurate to the applicant’s qualifications and experience.
4 Weeks annual leave as negotiated with the Principal.

Applications Close 23 May 2013

Please forward via email to: hr@pvims.vic.edu.au