**Position purpose**
To assist the Buildings Coordinator with buildings maintenance. To assist external providers with gaining access to the site and with undertaking their work. To operate the infrastructure of the buildings and control the areas used in building maintenance.

**Reporting relationships**
The Buildings Tradesperson reports directly to the Facilities Manager.

**Duties and essential job functions**
- The completion of all assigned work requests/work orders relating to property maintenance
- The timely, full and correct instruction of allied trades persons, Trades Assistants and General Hands used in the execution of work requests or Work Orders assigned to the incumbent.
- The incumbent shall assist external service providers with identifying the location of a job or with finding related, building services infrastructure or points of isolation. The incumbent may instruct external service providers in the safety requirement of working on site or in setting up for a particular job.
- The incumbent shall assist with the daily operation of building services infrastructure to the limits of their competency. These shall include heating, cooling, ventilation, lighting, water supply and sewer, electrical supply and other infrastructural elements supporting the occupancy.
- The incumbent shall assist the Buildings Coordinator in the procurement of consumable stock relating to property maintenance such as lamps, adhesives, lubricants, screws/nails, building fabric and minor equipment required to effect repairs.
- The incumbent shall assist with the setting up of functions and events where such events have been appropriately planned and communicated in advice using the systems of the College. Although assisting lower classifications in this work the incumbent shall be expected to coordinate and direct such personnel where they have not been given other more specific instructions.
- Plan and execute minor building project works as delegated and which fall within the competency of the incumbent.
- Ensure all in-house works are carried out in a manner deemed to be safe and in-line with the College Health and Safety Policies. Particular focus shall be placed on emerging College safety systems of Risk Assessments for routine tasks, the development and recording of trade competency, the appropriate use of personal protective equipment and the control of hazards in the work environment.
- Prior to the introduction/implementation of a departmental activity, task, plant or equipment, ensure Risk Assessments are completed, hazards are identified and appropriate control measures and work instructions are developed and implemented as far as reasonably practicable.
- Actively monitor Occupational Health and Safety within the areas of responsibility taking all reasonable care to avoid the risk of injury to yourself and others by performing and operating all activities, tasks, plant and equipment in a correct and safe manner, and where necessary participate in departmental incident investigations.
- Other specific duties as may be required and directed from time to time.
Building Tradesperson

Other
A uniform is provided and it is expected to be kept in a clean condition. Articles of the uniform will be replaced when they become unpresentable and upon the return of the original article. Neat grooming is expected.

At present the Facilities staff usually work a 40 hour week, from 7.00am until 4.00pm, Monday to Friday and have a total of 13 rostered days off per year. School terms breaks are particularly busy times for the Facilities Department therefore leave applications during these times will be judged in light of operational considerations.

From time to time, the incumbent will be expected to work overtime or be available after hours or on weekends to attend to operational matters. The Terms and Conditions of such work is governed by the current St Leonard's College Agreement 2013, Schedule 2: General Staff Employees.

Criteria
- Supportive of the independent school education system
- Proven integrity and reliability
- Uses initiative, and demonstrates flexibility and adaptability
- Is accountable
- Is able to work effectively and efficiently under pressure
- Ability to work well as a member of a team
- Neat grooming and a professional presentation, both in terms of dress, language and behaviour

General Responsibilities
All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

Qualifications
Required – Certificate 3 as a minimum in a relevant area
Desirable – other certificates or diplomas in maintenance
It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children check before their position will be confirmed.

Physical requirement
This position has certain physical requirements including shifting furniture, bending and lifting. You may be required to complete a pre-employment medical examination.

The College
- is an equal opportunity employer
- complies with the requirements of the Privacy Act
- has a strong commitment to OHS
- will not tolerate harassment of any kind
- has a no smoking policy
- encourages a collegiate and team-centred environment.

All staff are expected to actively support these standards.