

# Maintenance Supervisor / Safety Officer



Position title: Maintenance Supervisor / Safety Officer  
Department: Maintenance  
Reporting to: Head of Property  
MEA Classification: Level 3 Maintenance Supervisor

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to achieve the School's objectives.

## Why your role matters:

The Maintenance Supervisor (MS) is responsible for maintaining buildings, grounds and equipment by completing and managing preventative maintenance schedules and responding to maintenance and/ or work health and safety requests via the management of the School's ticketing system. Supervising the maintenance team and engaging pre-approved subcontractors and suppliers is a major part of this role, ensuring that all maintenance staff and contractors are compliant with legislative requirements and Ascham's WHS and induction policies and procedures.

## What you have to do to succeed:

- Supervision of both scheduled and breakdown maintenance work via Ascham's ticketing system
- Preparation of the monthly Property and Maintenance Report
- Subcontractor administration and document management
- Ensures a safe and healthy work environment by following standards and procedures and complying with legal codes and regulations.
- Works collaboratively with all school staff in order to facilitate and encourage increased awareness and understanding of plant, equipment and safety related issues
- Play a lead role in the coaching, training and development of maintenance staff and supervision of external contractors
- Accomplishes maintenance objectives by scheduling, communicating job expectations, planning and monitoring jobs to completion (including documentation)
- Managing the procurement of loose furniture to an FF&E schedule, a project timeline and a project budget for multiple buildings and/or large projects
- Implementation of procurement practices that are aligned with Ascham's Sustainability and Procurement policies from tenders and quotes to purchase orders and invoices
- Meet maintenance financial obligations by providing annual budget information, monitoring expenditures, identifying variances and implementing corrective actions.
- Maintain a service schedule for school vehicle and maintenance buggies
- Maintain and manage the School's key register
- Administration of the staff parking program
- Preparing expense and credit card reconciliations for the Property Department
- Updates job knowledge by participating in educational opportunities and reading technical publications
- Accomplishes maintenance and organization mission by completing related tasks as needed
- Ability to step up into the Head of Property role during short periods of leave/ absence
- A key contributor to the Corporate Services team

## What do you need to succeed?

- Formal qualifications in WHS and demonstrated experience managing WHS compliance in a complex working environment
- Demonstrated experience in a similar role within a fast-paced demanding environment
- Advanced technical ability and enthusiasm towards technology
- Passion for customer service; personable and friendly; team player
- Ability to delegate work effectively and manage multiple projects and deadlines
- Proactive problem solver; high attention to detail

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_