



# ROLE DESCRIPTION

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## 1.0 POSITION TITLE: FACILITIES MANAGER

1.1. Classification – School Officer Level 7 Step 5

1.2. Hours – Full Time

## 2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The purpose of the role of the Facilities Manager is to manage the maintenance of all facilities (including sports grounds), grounds and gardens, College vehicles, contracts relating to the College facilities and site security (in conjunction with the Business Manager).

### 2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, both within and without the College, in the execution and completion of duties and responsibilities

### 2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently and in an appropriate and timely manner

### 2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

### 2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

## 3.0 STATEMENT OF RESPONSIBILITY

The key function of Facilities Manager role is to manage the works program at the College precinct and Villanova Park playing fields. The Facilities Manager will manage the overall efficient and effective work of Grounds and Maintenance staff to ensure the College facilities are in a safe and presentable state at all times. The Facilities Manager will be responsible for the management of the College's Facilities/Maintenance Program. This also includes ensuring the College Facilities and Grounds meet all WHS requirements and any reported defects are reported and repaired as a priority.

Following of College policies and procedures relevant to the role is of paramount importance.

This Duty Statement will be reviewed annually, as part of professional development, in collaboration and partnership with the Business Manager and the Principal. The statement makes clear the day-to-day expectations of the position, taking into consideration needs of the College.



## 4.0 DUTIES TO BE UNDERTAKEN

The position requires the role holder to undertake and complete the following activities which are an indicative but not exhaustive list:

### Maintenance

- Coordinate and liaise with the College's Grounds and Maintenance staff to develop work plans and prioritise tasks.
- Coordinate the works program for maintenance, cleaning and repairs.
- Be responsible for organising and liaising with outside tradespersons required to work on College Facilities for all jobs over \$1,000.
- Assist the College Principal with the development of the College's Maintenance Plan and Master Plan.
- Coordinate to completion any projects assigned by the College Principal.
- Be responsible for communicating with the cleaning contractors and overseeing the standard of work.
- Be responsible for communicating with any other contractors relating to College facilities, i.e waste management, pest control, painting, air conditioning, electrical, etc
- Ensure the College's Maintenance Program is followed and all necessary work is carried out completely and to the required standard.
- Liaise with the College Business Manager to ensure the Maintenance Budget allows for the satisfactory level of maintenance of all facilities.
- Review the scheduling of maintenance tasks.
- Order materials, furniture and equipment, when required in accordance with the College's purchasing procedures. Adhere to College's Delegation Policy.
- Provide timely documentation, including invoices and properly authorised accompanying purchase orders, to Accounts Payable for settlement of suppliers' accounts.

### Staff management and communication

- Manage the staff of the Facilities Department, ensuring a high-quality service is delivered in a timely and cost effective manner to the College.
- Develop a procedures manual for the Facilities Department, ensuring all facilities staff are aware of and follow all procedures, including health and safety guidelines.
- Ensure the Facilities Office is staffed at all times. If staff are not physically present in the facilities office, ensure that there is a phone contact available during business hours at all times.
- Ensure efficient delivery of goods and consumables from the College Store area to nominated areas throughout the College within agreed weight limits.
- Ensure the facilities staff have an understanding of their roles and responsibilities within the Facilities Department.
- Provide regular feedback to the facilities staff and a yearly professional development review, ensuring staff are adequately trained to perform their roles.

### College vehicles and equipment

- Be responsible for the College motor fleet ensuring they are regularly serviced and if needed, repaired.
- Ensure the College buses are maintained to a high standard and all legislated six monthly machinery inspections are carried out within the specified time to ensure compliance
- Investigate damage to the College vehicles and ensure the necessary paperwork is completed.



- Assist in the maintenance of College equipment and machinery including providing advice on appropriate management processes.
- Arrange servicing of mowers and buggies.

### **Workplace Health and Safety**

- Assist in record keeping and stock control of hazardous substances (at both campuses).
- Oversee the process of electrical safety checks including tagging and testing of equipment.
- Chair College's Work Health Safety Committee meetings on a quarterly basis, or more frequently, if required
- Take responsibility for WHS in relation to the College Facilities
- Take on the role of Chief Warden in emergency, if required

### **Safety and Security**

- Take responsibility for the security of the College site. This will include close collaboration with College security contractors.
- Ensure that College alarm system and fire panels work effectively. Collaborate with relevant contractors and IT Manager, where technology is impacted.

### **Building Works**

- Attend site meetings in partnership with the Principal.
- Oversee the completion of new building contracts, including liaising with architects, builders and suppliers to carry out this task.

### **Community Relations**

- During outside school hours, work in collaboration with the College Leadership Team to ensure the security of the College grounds and premises, including the occasional need to provide out of hours emergency cover.
- Keep facilities team informed of all events, priorities and other relevant matters
- Maintain close communication with College Business Manager, Leadership Team and Principal

## **5.0 ESSENTIAL SKILLS**

- Possess tertiary qualifications and experience relevant to the position requirements
- Be able to liaise professionally and confidently with staff and various external stakeholders
- Possess a demonstrated high regard for confidentiality, loyalty, customer service and the ability to work harmoniously with others
- Possess sound computer skills in Microsoft suite of products
- The ability and commitment to:
  - work in a team environment
  - enhance existing knowledge and skills
  - readily embrace and implement new technology where appropriate
  - work under pressure and manage deadlines
- Possess a valid Blue Card

## **6.0 AUTHORITY LIMITS**

Expenditure of funds must be in accordance with approved budgets and appropriately authorised. Delegated authority for the position is as per the College Delegation Policy.



The role holder supervises other staff in the Facilities Department.

At all times, the Facilities Manager must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

## **7.0 REPORTING AND OTHER RELATIONSHIPS**

The Facilities Manager reports to the Business Manager and ultimately the College Principal. Other significant relationships exist with the College Leadership Team and Grounds and Maintenance staff.