



POSITION DESCRIPTION

Position: School Officer – Maintenance Coordinator

Employment Type: Full Time, Ongoing (38 hours per week)

Classification Level: School Officer – Level 4

Reports to: Facilities Manager

Position Purpose

The Maintenance Coordinator supports the Facilities Manager by providing day-to-day supervision and oversight of the Grounds and Maintenance Officers across Villanova College's Coorparoo and Villa Park campuses. This role ensures that maintenance tasks and grounds services are delivered efficiently and to a high standard through effective scheduling, work order management, procurement and communication.

The Maintenance Coordinator is responsible for overseeing minor maintenance projects, coordinating responses to facilities issues, managing purchasing processes for maintenance supplies and maintaining accurate records to support planning and reporting. This position is integral to upholding the safety, functionality and presentation of the College grounds and facilities in line with Villanova's mission and values.

Reporting Relationships

This role reports directly to the Facilities Manager and is responsible for the supervision of the Grounds and Maintenance Officers. It works closely with administrative staff, contractors, and the wider College community to ensure maintenance operations are responsive and effective.

About Villanova College

Villanova College is an independent Catholic school for boys under the care of the Augustinian Order. It was founded in 1948 by five Irish priests on a 10-acre property in Hamilton, with the large onsite residence, called 'Whinstanes', functioning as three classrooms, a chapel and sacristy.

The College moved to its present site in Coorparoo in 1954, where it still sits on the grounds of historic home 'Langlands'. From 40 students to over 1,500, Villanova has continued to grow into the close community we now cherish today.

The Augustinian Order has a long history in education reaching back 750 years, and Villanova has made a love of learning and pursuit of understanding part of its character since day one. This unrelenting pursuit for knowledge and understanding ensures our lives will be based on truth, for it is truth that conquers. This is reflected in the College motto: Vincit Veritas ("Truth Conquers").

Villanova College prides itself on being an equal opportunity and family-friendly workplace. The College employs over 250 staff across a variety of areas and all staff play a valuable role in supporting the College in making a difference in each young man's life.

Our goal is to facilitate a supportive and collegial work environment to assist staff to produce exceptional outcomes for the young men and for their own professional development and job satisfaction. The College offers a variety of different benefits to staff, including opportunities for professional development, career progression and a wellbeing program. A distinct feature of our



Augustinian values is the strong sense of welcome and community that unites staff, parents and students. We treasure open, friendly, and caring relationships between teachers, staff and students, and welcome people of all faiths and denominations to share our story of hope as we strive for excellence in boys' education.

Responsibilities

Team Coordination and Supervision

- Provide day-to-day guidance, supervision and support to Grounds/Maintenance Officers to ensure the timely and quality completion of tasks.
- Assist the Facilities Manager with rostering, task allocation and performance feedback for maintenance staff.
- Support team cohesion, professional standards and consistent application of safety protocols.

Work Order and Task Management

- Receive, prioritise, assign, and monitor maintenance requests via the College's work order system.
- Track the progress and completion of tasks, ensuring records are updated and stakeholders are informed.
- Assist in assessing and triaging maintenance issues, escalating complex or critical tasks to the Facilities Manager.

Procurement and Inventory

- Source and order maintenance supplies, tools, and equipment within delegated authority and approved budgets.
- Monitor stock levels and manage inventory to ensure efficient operation and minimal disruption to college activities.
- Liaise with suppliers and contractors to obtain quotes and arrange deliveries or services.

Maintenance Oversight

- Assist in the planning and delivery of preventative maintenance tasks and minor refurbishment projects.
- Conduct site inspections and routine checks to ensure the upkeep of buildings, grounds, and amenities.
- Support the setup and pack-down of college events in coordination with other facilities staff.

Health and Safety

- Promote and support compliance with the College WHS policies and procedures within the Facilities team.
- Ensure safety records are maintained and report any hazards or incidents to the Facilities Manager.
- Support implementation of safe work practices and conduct toolbox talks as/when delegated.

Role Requirements/Key Criteria

1. Demonstrated experience in building maintenance, facilities operations, or a similar field, preferably within an education or not-for-profit environment.



2. Practical skills in maintenance trades or groundskeeping with the ability to action, assess and organise related work whilst maintain a safe environment for all staff, students and visitors.
3. Ability to supervise staff, manage competing priorities, and coordinate multiple tasks in a dynamic environment.
4. Experience using work order systems or task-tracking platforms alongside knowledge of basic procurement practices, including ordering, stock control and dealing with suppliers within budget constraints.
5. Strong interpersonal skills with the ability to communicate clearly and professionally with staff, contractors and other stakeholders. This includes the ability to support a positive, collaborative team environment with the added capacity to respond calmly and effectively to maintenance issues and identify solutions in a timely manner.

Additional Essential Requirements

- Applicants must hold a Current and valid Blue Card (Working with Children Check).
- Current Queensland Driver's Licence.
- Commitment to the Catholic and Augustinian ethos of the College.

Key Performance Indicators

1. Maintenance tasks and work orders are prioritised, assigned, and completed in a timely and high-quality manner, ensuring minimal disruption to college operations and facilities are kept in optimal condition.
2. Grounds and Maintenance Officers are effectively supervised, with clear task delegation, adherence to WHS protocols, and consistent performance aligned with college standards and safety requirements.
3. Maintenance resources, tools, and supplies are managed efficiently, with accurate inventory tracking, timely procurement within budget, and strong relationships maintained with suppliers and contractors.

Application Process

To apply for this role, please submit a cover letter briefly addressing the role requirements/key criteria, the names and contact details of two referees and a current resume direct via Seek.

Please note the closing date for applications is **COB Monday 2 June 2025**.

For further information or for a confidential discussion please contact Human Resources on (07) 3394 5511. We respectfully advise that no agency applications will be considered at this time.

Additional Information

Villanova College is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.

At all times, all employees must act in accordance with Villanova College Student Protection Policy and other Villanova Policies and Procedures. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

Terms and Conditions of employment are as per the Catholic Employing Authorities Single Enterprise Collective Agreement Religious Institute Schools of Queensland 2023-2026.



Please note: This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may inevitably be required in the future. Villanova College will engage in consultation to align any required change with both the employee's and the company's goals.

Villanova College acknowledges the traditional custodians of the land on which we work and study, and their living culture. We pay our respects to them and their Elders, past and present, for their care of the land and waterways, and pay tribute to the unique role they play in the life of this region. Villanova College has always been, and always will be, a place of teaching and learning connected to Country, culture and community.