



## JOB DESCRIPTION & PERSON SPECIFICATION

### Property Services Officer – Maintenance

<b>College Department:</b>	Property Services
<b>Position Title:</b>	Property Services Officer – Maintenance
<b>Position Classification:</b>	Grade 3, Year 1
<b>Tenure:</b>	Permanent, full-time: 1.0FTE Commencing April/May 2026

## JOB DESCRIPTION

---

### 1. Summary of the broad purpose of the job in relation to the College's goals.

---

The Property Services Officer will support the Tatachilla Lutheran College Property Services Team

The Property Services Officer is responsible to:

Be responsible on a day to day basis for the smooth and efficient operation of the building maintenance program including the design and construction of furniture and fittings. This will include work programming, planning, scheduling and contributing to the ongoing development of the College

Assist with overseeing and coordinating contractors involved in maintenance, ensuring work is completed to a high standard and within agreed timeframes.

Promptly respond to requests for minor maintenance repairs or as directed by the Property Services Manager, prioritising tasks to ensure the smooth operation of college facilities.

Maintain accurate records of maintenance activities, including scheduling, completed tasks, and inventory of supplies and equipment.

Deputise in the area of Maintenance for Property Services Manager as required.

Ensure compliance with all relevant health and safety regulations, including the proper use of personal protective equipment (PPE) and safe operation of equipment.

Normal working hours: Monday to Friday, 37.5 hours per week, 8:00 am to 4:30 pm with a one-hour lunch break. Hours may vary as directed by the Property Services Manager.

Provide urgent out-of-hours security or maintenance callouts if requested.

---

### 2. Reporting / Working Relationships

---

- Accountable to the Business Director through the Property Services Manager

---

### 3. Special Conditions

---

- A 12 week probation period will apply.



---

#### 4. Extent of Authority

---

The Property Services Officer will follow the decisions of the Property Services Manager and Business Director.

---

#### 5. Statement of Key Outcomes & Associated Activities

---

The following responsibilities and accountabilities will be undertaken by the Property Services Officer – Maintenance:

- Perform compliance maintenance tasks as directed by the Property Services Manager.
- Undertake WHS accredited training as directed by the Property Services Manager to perform tasks in a safe manner.
- Commit to weekly Property Toolbox talks, raise any concerns on WHS issues.
- Ensure maintenance and inspection schedules are kept up to date.
- Assist Property Services Manager as required with administration duties ensuring compliance tasks are performed in accordance with maintenance plan.
- Prioritise and action maintenance requests as received, responding to email requests via Microsoft Outlook (mobile phone/device essential).
- Evaluate, design and manufacture cabinets, furniture and fittings as direct by Property Services Manager.
- Apply knowledge of door hardware and operation to maintain and repair as required.
- Source and order materials ensuring an economic supply of hardware is in stock.
- Maintain cost and quality control of the manufacturing program.
- Perform weekly safety checks of plant and machinery or as directed by the Property Services Manager.
- Ensure all plant and equipment are in safe working order prior to use.
- Communicate and seek clarification from staff and management regarding specific requirements and provide practical, efficient and economical solutions.
- Provide support to the Grounds staff as required or as directed by the Property Services Manager.
- Maintain skills in the use of all ground's machinery, equipment and tools.
- Assist with oval line marking and Sports day setups as required by the College.
- Unlocking toilets and locker areas at start of day.
- Locking and arming buildings when required, ensuring windows are closed and air conditioners and lights are off.
- On call during daytime for any concerns and enquiries about student problems with grounds or rubbish.
- General care and maintenance of all equipment used for work using contractors if necessary.
- Setup/pack down for weekly assemblies and chapel and other functions/events.
- Contribute as necessary to shared tasks.
- Out of hours work when required; and
- Must be motivated, work unsupervised, autonomously, as well as working within a small team.
- Carry out all other duties as requested by the Property Services Manager and/or the Business director as required.
- Wear appropriate Hi-vis PPE work uniform, a uniform allowance will apply as part of the salary packaging.



## PERSON SPECIFICATION

---

### 1. Educational / Vocational Qualifications

---

- Formal qualifications in a recognised trade/s
  - Working with Children Check (WWCC) and successful completion of TLC Applicant Declaration form.
  - Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) or willingness to undertake prior to commencement
  - Protective Practices Certificate or willingness to obtain prior to commencement
  - Hold a current White Card or be willing to obtain prior to commencement
  - First Aid Certificate – preferred
  - Working at Heights – preferred
  - Elevated work platform – preferred
- 

### 2. Personal Skills, Abilities & Aptitude

---

- Be a qualified & skilled tradesperson in the field of cabinetmaking, carpentry or sheet metal.
  - Basic practical knowledge of electrical circuits and equipment.
  - Basic practical knowledge of plumbing fixtures and fittings and their operation and ongoing maintenance .
  - Competent in the use of hand and power tools.
  - MUST have current drivers' license with ability to tow a trailer. MR License desirable.
  - Experience with appropriate tradesperson hand tools.
  - Ability to learn how to operate fleet plant machinery and equipment.
  - Understanding of Work Health and Safety practices.
- 

### 3. Experience / Knowledge

---

- Relevant or related experience at a similar level or role.
  - Excellent knowledge, understanding and experience in use of tools and equipment associated with a maintenance role.
- 

### 4. Classification Level

---

The Property Services Officer is a Lutheran Schools Officer Grade 3 classification as per the 2024 SA Lutheran Schools Enterprise Agreement.

---

### 5. Performance Standards & Review

---

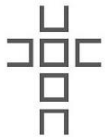
An annual Performance Review is undertaken with the Business Director to determine the capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

---

### 6. Workplace Health & Safety

---

The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace.



To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach staff on the job.

---

## 7. Equal Employment Opportunity

---

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

## APPLICATION PROCESS

---

### Applicants with sufficient skills and experience are required to:

---

1. Write a cover letter of up to two pages, addressing suitability for the position;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral or character referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Business Director, Tatachilla Lutheran College and sent electronically to [jobs@tatachilla.sa.edu.au](mailto:jobs@tatachilla.sa.edu.au).

**Applications will be assessed, shortlisted and candidates invited for interviews as they are received**