



JOB DESCRIPTION

Job Title:	Maintenance Assistant
Job Type:	Full Time
Salary Classification:	NT Christian Schools AO2.5 – AO 3.4 scale (6 wks AL)
2019 Salary Range	\$58,026 - \$64,178 Dependent on qualifications and experience Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Sattler, Palmerston and Marrara Campuses
Responsible to:	Grounds and Maintenance Manager
Date:	August 2019

Introduction

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the *Statement of Faith*, 'What We Believe'. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible and good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations:

The organisation's vision is to be a *Christian community learning together to live life as God intended, offering hope for the world*. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

Primary role

The central roles of the Maintenance Assistant are to

1. Assist in the oversight and management of the college grounds, and facilities
2. Help ensure the infrastructure of the college is maintained in good condition and meets OH&S safety requirements.

This requires the highest commitment to the Lord, His Word and to schooling from a distinctively Christian perspective and directed by parents and other supportive Christian people through the association.

The Grounds and Maintenance Assistant will report to the Grounds and Maintenance Manager.

Responsibilities

Responsibilities and duties include but are not limited to assisting in:

Maintenance Repairs

Including but not limited to:

- Windows including louvers, frames, blades and fly screens.
- Wear and tear to buildings, fittings and furniture
- Touch up paintwork
- Minor plumbing as permitted by law, training and skill level
- Removal of graffiti and touch-up any damage
- Removal and fixing of furniture
- Litter pick up and basic cleaning

Ongoing and Preventative Maintenance

- Observation of grounds and buildings for potential maintenance items.
- Identify possible hazards
- Develop plans and action to ensure a dangerous area is made safe

Occupational Health and Safety

- Observation of grounds and buildings for potential maintenance items.
- Identify possible hazards
- Develop plans and action to ensure a dangerous area is made safe

Other

- Assist each campus with functions as required
- Assist staff with projects as appropriate
- Assist as requested by Grounds and Maintenance Manager

Essential Selection Criteria

- Ability to apply the Christian faith in the work place
- Ability to work independently and also as part of a cohesive team
- A solid understanding of WHS issues and procedures
- Basic 'handyman' skills and knowledge
- Good physical fitness and ability to pace oneself in demanding conditions
- Ability to assist in managing the TRIP system and email communication
- Capable of safe use of power tools
- Able to develop, apply and follow risk assessments and continuous hazard identification in accordance with policy and WHS requirements
- Healthy awareness of Asbestos and requirements