



Melbourne Archdiocese  
Catholic Schools



MARYMEDE  
CATHOLIC COLLEGE  
*— In the way of Mary —*

## Position Description

# Maintenance Officer

<b>Purpose of position</b>	Maintenance Officers ensure that College facilities are maintained to ensure safety and high standards of performance and presentation.
<b>Staff Team</b>	Facilities Team
<b>Reporting to</b>	Maintenance Supervisor
<b>Location</b>	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminance Blvd, Doreen
<b>Classification</b>	School Services Officer Level 2, Category A
<b>Salary and benefits</b>	<ul style="list-style-type: none"> <li>• Salary as per Catholic Education Multi Enterprise Agreement 2022</li> <li>• Opportunities for professional learning</li> </ul>
<b>Commencement date</b>	July 2026
<b>Employment conditions</b>	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Ongoing position</li> <li>• Hours of employment are coordinated under the direction of the Maintenance Supervisor</li> </ul> <p>The successful applicant will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<b>Qualifications and experience</b>	<p>Relevant knowledge and training equivalent to:</p> <ul style="list-style-type: none"> <li>- Certificate I or II</li> <li>- Year 12</li> <li>- Two years' relevant experience; or</li> <li>- an equivalent combination of relevant experience and education/training</li> </ul> <p>First Aid Level 2 minimum (training can be provided by the College)</p>

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people

## Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Work in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- General labor and maintenance tasks:
  - Perform general labor tasks, including moving furniture, equipment, and conducting various manual duties
  - Conduct routine maintenance work; which may involve air-conditioning/heating, carpentry, plumbing, and electrical services; using trade-accredited skills or general skilled knowledge
  - Provide support and co-ordination of tradespersons and contractors
- Gardening and groundskeeping:
  - Perform general gardening tasks such as preparing grounds, planting, trimming trees, cutting grass, and watering plants, gardens, trees, lawns, and displays
  - Maintain gardens, sports grounds, and facilities, utilising skills in horticulture and grounds maintenance
  - Apply fertilisers, fungicides, herbicides, and insecticides under supervision
- Surface and turf maintenance:
  - Maintain turf, synthetic, artificial and other play surfaces
  - Operate, maintain, and adjust turf machinery, ensuring proper cleaning and inspection after each use
- Retail and vehicle maintenance:
  - Assist in school retail facilities, such as the canteen or Parents and Friends operation
  - Take general care of school vehicles, ensuring their maintenance and security
- Cleaning and waste management:
  - General cleaning and rubbish removal as required.
- Security and patrol duties:
  - Perform patrol duties, respond to alarms, follow emergency procedures, and prepare incident reports
  - Secure college buildings and gates as required
- Equipment and material management:
  - Order and pick up materials from suppliers
  - Clean and inspect equipment and machinery, reporting any issues to the appropriate manager
- Construction and high precision tasks:
  - Apply skills from a trades certificate to perform construction, maintenance, and repair tasks using precision hand and power tools.
  - Work on complex tasks and exercise high precision trades skills with various materials and specialised techniques.
- Safety and compliance:
  - Ensure all work is performed in accordance with the OHS law, codes, and Australian Standards, minimising material and time waste
  - Perform routine compliance safety checks]

- Comply with all College Policies, Regulations and Procedures
- Maintenance uniform/protective clothing provided by the College must be worn at all times. Non approved or non-supplied clothing must not be worn.
- Collaboration and communication:
  - Work with other College Maintenance Team members, College staff and wider College community, providing support as needed
  - Respond to reasonable requests from the Property Manager and Maintenance Supervisor
  - Use the College MyMaintenance Platform to manage maintenance requests
  - Review the College Calendar for events, assemblies, masses, exams, etc.
  - Be contactable during work hours via mobile phone. College mobile phones will be supplied if required
- Professional development and miscellaneous duties:
  - Upskill by obtaining licenses for bus driving, working at heights, and forklift operation
  - Travel between campuses using provided school vehicles
  - Setting up/packing Up events internally and externally
  - Proactively identify maintenance issues and initiate remedial action
  - Attend after-hours callouts when required
  - Participate in College events when required
- Engage with students in a manner consistent with College Policy and practices including those relating to child safety, student wellbeing, student first aid and learning diversity
- Carry out the role in a manner consistent with Melbourne Archdiocese Catholic Schools Code of Conduct
- Foster the culture of Child Safety at the College
- Complete operational and administrative responsibilities
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Proven ability to manage multiples tasks / projects and prioritise workload
- Ability to work autonomously as well as part of a team
- Ability to handle sensitive and confidential information appropriately
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

All staff of the College are expected to understand and realise child safety and wellbeing related policies and procedures including:

- MACS Code of Conduct
- Child Safety Code of Conduct
- Child Safety Policy
- Child Safety and Wellbeing Procedures
- All policies can be located via: [POLICIES | Marymede Catholic College](#)

Staff are expected to take very seriously their responsibilities related to:

- care for children
- supervision of children
- maintaining professional boundaries with children
- Mandatory Reporting
- Reportable Conduct Scheme
- Being aware of potential signs of harm for children
- Information sharing
- Record keeping

Please be aware that all staff, contractors and volunteers are required to have working with child clearances (Working With Children Check or VIT Registration unless there is a valid exemption). This is sighted, verified and recorded.

All staff, contractors and volunteers are required to have proof of identity sighted prior to entering the Campuses of the College or engaging in child-related work.

Please be aware that essential or relevant qualifications, history of work involving children, and references addressing suitability for the job and working with children are collected and recorded for staff, contractors and volunteers.

**Position description updated:**

**May 2026**