



Job Description Facilities Officer South Regional TAFE Level 2

Position Number:	50000503	FTE:	1.0
Division:	Corporate Services	Agreement/Award:	Government Officers Salaries, Allowances and Conditions Award 1989
Branch:	Facilities		Public Service and Government Officers General Agreement 2014 or as replaced
Location:	Albany		

Reporting Relationships

Campus Manager Level 6

This Office

Other officers reporting to the above office:

Facilities Officer, Level 2 (x2)

This Office – officers under direct responsibility

Nil

Key Role Statement

Assists in the maintenance of College buildings, fixtures, vehicle fleet, furniture and equipment. Assists in the coordination of external contractors and liaises with internal clients. Participates in minor building projects and improvements to the campus facilities.

Key Responsibilities

- Assists the Campus Manager as required.
 - Completes work order requests as required.
 - Identifies and performs regular maintenance and repair services to College's buildings, equipment and fixtures, including painting, fixing, lubricating, etc.
 - Carries out preventative maintenance as required.
 - Organises and assists with the movement of equipment and furniture as directed.
 - Assists with the maintenance and safety of the College's vehicles fleet.
 - Liaises with external contractors and internal clients.
 - Other duties as required.
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Selection Criteria**Essential**

1. Proven ability to read and understand written instructions and apply safety principles.
2. Ability to work as part of a team and to be able to work with minimal supervision.
3. Sound computing skills and abilities.
4. Physically capable to undertake the duties of the position including manual handling (i.e. movement of furniture and equipment).
5. Possess a broad range of manual skills and practical experience.

Other Requirements

1. May be required to work from any College campus.
2. Relevant Trade Qualification (preferred, not essential).
3. "C" Class Drivers Licence.
4. Current Forklift Licence or willingness to obtain a licence.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	