



Maintenance Officer (Full Time/ Hours 7:30am – 3:30pm)

Commencement: Immediate

Closing Date: 29 April 2025

Dale Christian College WA, a K-12 College nestled in the southern suburbs of Western Australia, has an exciting opportunity for an enthusiastic and innovative Christian General Maintenance Officer who can demonstrate commitment to a Christian and Biblical worldview.

At Dale Christian College WA, our vision is to offer affordable, high-quality, Christ-centred education, committed to equipping our students with robust skills and values that inspire them to strive for excellence across all spheres of life. We ensure that every student clearly hears the claim of Christ on their lives through our management style, curriculum, and teaching practices, and experiences the love of God within our College community.

The successful applicant will be expected to:

- Be prepared to model, uphold and support the ethos of the College and its Core Values.
- As a member of the Grounds and Maintenance team, the Maintenance officer will work on a broad range of areas and contribute to the maintenance of buildings and property to an agreed standard.
- Perform hands-on work as required, to ensure effective use of team resources and correct completion of work for all areas of the College.
- Be willing to be a productive member of our team and work collegially with the other members of the team.
- Adhere to the “Staff Code of Conduct”, “Child Protection Policy” and the College’s “Statement of Faith”.

Applications **must** be submitted via the following email: employment@dalecc.wa.edu.au referencing the position title and include the following:

- Covering Letter
- Completed Application for Employment Form available from our website: <https://dalecc.wa.edu.au/employment/>
- Curriculum Vitae, including two referee contact details (**Personal & Current Line Manager - will not be contacted unless shortlisted**)
- Pastor/Minister Reference Letter
- Evidence of current **WWCC, National Police Clearance, TRBWA Registration (If applicable), Australian Citizenship, Permanent Residency** and **Academic qualifications and transcripts (certified)**

All applications and enquiries should be addressed to:

The Principal
Dale Christian College WA
P O Box 273
ARMADALE WA 6992

Applications not received via the above email address will not be accepted.

All candidates are subject to screening and assessment against child safety standards as part of the recruitment process at Dale Christian College WA.

☎ (08) 9497 1444
📍 150 Forrest Road, Armadale WA 6112
✉ PO Box 273, Armadale WA 6992
@ dale@dalecc.wa.edu.au
🌐 www.dalecc.wa.edu.au
ABN: 60 654 705 610

Position Description

Position	:	Maintenance Officer
Location	:	150 Forrest Road, Armadale
Department	:	Administration
Reports to	:	Daily operations – Principal/Business Manager

Primary Purpose:

The Maintenance Officer is responsible for the ongoing maintenance and care of school buildings, facilities, and grounds, ensuring the school environment is safe, functional, and aesthetically pleasing. This role directly aligns with scheduled activities detailed in the school's Asset Maintenance Register and the maintenance tasks communicated via the TEAMS task management system.

Key Responsibilities:

- Execute regular and scheduled maintenance tasks as outlined in the Asset Maintenance Register and tasks assigned via the TEAMS platform.
- Ensure timely completion and accurate logging of all maintenance activities, marking tasks as completed promptly on TEAMS and using the school's web-based maintenance system.
- Conduct regular inspections and servicing, including air conditioning deep cleans, filter replacements, and general equipment checks as scheduled.
- Facilitate logistical requirements and setup for school events and functions.
- Oversee building and grounds maintenance, ensuring high standards of presentation, safety, and compliance with all relevant legislation and school policies.
- Collaborate with the Principal, Business Manager, WHS Officer, and external contractors to maintain compliance with Building Regulations, Health and Safety standards, and Safe School requirements.
- Work with the WHS Officer to ensure compliance with relevant Work Health and Safety legislation.
- Accurately maintain the school key register, ensuring secure management of keys.

Duties:

- Daily opening and security checks of school gates and external boundaries.
- Proactive maintenance and repairs, including property repairs, replacements, and playground equipment checks.
- Manage and coordinate seasonal maintenance and improvement projects as detailed in the school's landscape and Master Plan, such as renovations, fencing, paving, and gardening.
- Ensure proper disposal or recycling of trade waste, general waste, and litter.
- Schedule and carry out preventative maintenance, including cleaning and maintaining building exteriors and interiors.
- Oversee external security measures to safeguard the school premises outside regular hours.
- Assist in the movement of furniture and equipment for examinations, events, and general relocations.
- Engage actively with external contractors and suppliers to facilitate specialist tasks listed in the Asset Maintenance Register.

Key Systems and Equipment:

- TEAMS task management platform for receiving, managing, and marking maintenance tasks as completed.
- TASS Web-based system for tracking maintenance jobs
- Microsoft Windows Office Suite
- Utilization of various maintenance equipment and tools as required

Performance Review:

- Conducted annually, reviewing adherence to the Asset Maintenance Register, task completion via TEAMS, and overall performance.

Qualifications and Experience:

- Trade qualification or equivalent relevant experience
- Demonstrable experience with commercial building practices, risk management, and project management
- Familiarity with computer-based maintenance management systems
- Strong problem-solving, analytical, and hands-on practical skills
- Exceptional organizational, communication, and interpersonal abilities
- Capacity to perform physically demanding tasks and operate machinery safely

Special Conditions:

- Working With Children Check
- National Police Check
- Valid Driver's License
- Availability for emergency call-outs or out-of-hours maintenance tasks, including evenings and weekends

Other Relevant Information:

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal/Business Manager, in response to the strategic direction of the College, and the development of the skills and knowledge of the position.