

Job Description

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| Agency | Department of Education | Work unit | Leanyer School |
| Job title | Maintenance Officer | Designation | Physical 2 RDO |
| Job type | Full time | Duration | Fixed for 6 months |
| Salary | \$58,261 - \$60,868 | Location | Darwin |
| Position number | 5998 | RTF | 292590 |
| | | Closing | 01/04/2024 |
| Contact officer | Bill Grealy, Business Manager on 08 8997 7710 or bill.grealy@education.nt.gov.au | | |
| About the agency | www.education.nt.gov.au | | |
| Apply online | https://jobs.nt.gov.au/Home/JobDetails?rtfId=292590 | | |

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Maintain the buildings and property in a functional, neat, and orderly condition and provide support for staff and students according to school policy and procedures and Health and Safety regulations.

Context statement

Leanyer School is in the northern suburbs of Darwin. The Maintenance Officer in schools plays a key role in supporting the Principal, Business Manager, and teachers.

Key duties and responsibilities

1. Responsible for general maintenance, cleanliness, and security associated with the physical condition of the school to ensure School premises are maintained in a neat and orderly condition.
2. Maintain toilets and wet areas in a clean and hygienic state during school hours.
3. Regularly inspect School buildings/grounds to identify and undertake repairs and maintenance, pest control, and minor new works that require technical, general handyman, or tradesman skills as required.
4. Oversee the satisfactory completion of repairs referred to outside contractors.
5. To be self-motivated and exercise initiative in identifying and carrying out additional tasks as required.
6. Provide as required operational support including courier/collection services, and relocation of furniture/equipment.
7. Assist with school excursions, camps, swimming carnivals, sports days, and other special events as required.
8. Action potential health and safety risks by immediately reporting or exercising judgment to resolve the situation.
9. Maintain the work area in an orderly and safe manner and appropriately use, store, and safely maintain a range of tools, power equipment, chemicals, and maintenance supplies.
10. Provide school crossing monitoring to ensure the safety of students.

Selection criteria

Essential

1. Maintenance/general handyman/garden experience with an ability to produce a high professional standard on time.
2. Ability to interact effectively with the public, contractors, school staff, students, and people from diverse cultures.
3. Demonstrated ability to maintain a high level of confidentiality.
4. Demonstrated understanding of safe work practices and relevant legislation.
5. Possess a current Working with Children Clearance Notice and NT Drivers Licence.

Desirable

1. A relevant trade certificate is highly desirable or recognised equivalent trade experience or technical knowledge of practices, procedures, and skills obtained through considerable training or experience.

Further information

Must be able to start at 7.00 am, 8 hours per day.

Approved: 9th January 2024

Leah Crockford, Principal, Leanyer School