



## IMMANUEL LUTHERAN COLLEGE

### JOB AND PERSON SPECIFICATION

#### MT BINGA MAINTENANCE OFFICER

<b>POSITION TITLE:</b>	Mt Binga Maintenance Officer
<b>SUB SCHOOL:</b>	Mt Binga Outdoor Education Centre, Googa Creek
<b>LINE MANAGER:</b>	Principal
<b>REPORTS TO:</b>	Head of Mt Binga
<b>SALARY AND CONDITIONS:</b>	Level 4 of Schedule 10, Maintenance as per Lutheran Schools Enterprise Agreement
<b>COMMENCEMENT DATE:</b>	January 2024
<b>TENURE:</b>	Part-time (0.6 FTE, three days per week)

## **Dimensions of Position**

Mt Binga Outdoor Education Centre is situated to the south of Blackbutt in Southern Queensland. The Centre is a former logging camp and is now wholly owned and operated by the Lutheran Church of Australia Qld District. Immanuel Lutheran College has managerial rights over the site and management is carried out by the Immanuel Lutheran College Council through the Principal of the College.

A team of staff, under the guidance of the Head of Mt Binga, provide Outdoor Education programs and support services to students who use the Centre.

In the first term of each year, Year 10 students from Immanuel Lutheran College spend a block period of time (approx. four weeks) in the camping and outdoor education environment. Programs include, horse riding, farm activities, hiking and camping, along with many other activities in line with the focus of the Centre.

It is expected that staff members will be fully supportive of the Mission Statement of the School and thus be comfortable with the vision that enables students to grow through the block experience.

During the remainder of the year, Mt Binga runs Outdoor Education experiences for the students of various other Lutheran Colleges and organisations.

## **Position Objectives:**

The Maintenance Officer will provide general grounds and facilities maintenance across the campus.

## **Expectations and Responsibilities:**

The following responsibilities and accountabilities will be undertaken by the Maintenance Officer with the support of, and in collaboration with, other relevant staff.

1. ensure that activities comply with all relevant internal and external policies, procedures and reporting requirements;
2. follow the necessary practices and procedures that promote and instil pride in the College and respect for people and property;
3. possess a current Suitability 'Blue' Card from the Commission for Children and Young People and Child Guardian for working with children;
4. hold a current Senior First Aid qualification or equivalent;
5. be willing to give out of hours service to this position as required; and
6. perform such other duties as the Principal (or delegate) may assign from time to time.
7. to uphold and support the Christian ethos of the College and Centre

## **GENERAL RESPONSIBILITIES**

1. Work under the direction of the Head of Mt Binga who is responsible for all aspects of use, development and maintenance of the centre;
2. Support the Lutheran Ethos and Spiritual life of the centre through personal conduct and by exploring opportunities to integrate faith and program experiences;
3. Co-operate and communicate with other staff to ensure the smooth operation of the Centre;
4. Display a positive work ethic by showing initiative and being prepared to lead by example;
5. Be prepared to support principles of minimal environmental impact and LNT (Leave No Trace);
6. Monitor & report Workplace Health and Safety issues;
7. Provide written reports to Head of Mt Binga as required;

8. Undertake additional training according to the Lutheran EBA;
9. Be willing to perform tasks necessary to the ongoing operation of the Centre, within the scope of personal expertise and training, including but not limited to: care and maintenance of equipment, care of animals, maintenance of equipment and activities and cleaning;
10. Take responsibility for first aid currency and administering first aid to clients and staff;

## **SPECIFIC DUTIES**

1. Oversee the general grounds and facilities maintenance across the Mt Binga Campus.
2. Maintain equipment as per the facilities management plan and ensure records are kept.
3. Prioritise general maintenance in accordance with the maintenance book and/or practical and safety considerations.
4. Oversee gas, fuel, oil and chemical use and storage.
5. Maintain currency of MSDS's and Chemical register.
6. Check and maintain campsite and Mt Binga owned residential smoke alarms in accordance with schedules.
7. Check and maintain water supply, pumps and filtration system.
8. Train and assess staff in the use of yard maintenance equipment and workshop tools.
9. Assist in job and project days with students.
10. Participate in the care and management of the Mt Binga animals. This may include but not limited to feeding, milking, dispensing and scheduling medication, ordering feed and liaising with the vet etc.
11. Any other duties as required by the Head of Mt Binga.

*Equity principles underpin all College policies and procedures. The College is committed to EEO principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.*

## **Hours of Duty:**

Working hours to be negotiated to suit College requirements (flexible working hours required).

## **Additional Information**

A performance review will take place during the contract

Six months before the end of the appointment, the Principal and the incumbent will enter negotiations regarding the arrangements applying at the expiry of the appointment

In accordance with Schedule 13 of the current Lutheran Education Queensland Enterprise Agreement which in part states: *6.3.2: After the completion of an appointment, the Principal may at his/her discretion advertise the position.*

This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.

## **Selection Criteria**

**Skills, Experience and Qualifications necessary for this position include:**

- Current Suitability Card (Blue Card) from the Commission for Children and Young People and Child Guardian for working with children;
- Senior First Aid qualification or equivalent
- Driver's license (manual preferred)

- Chainsaw Accreditation
- A demonstrated ability to relate the Gospel message to the advertised role and encourage a spirit of Christian care amongst staff and students
- Demonstrated effective skills in administration, interpersonal relations, planning and programming
- Adaptable and flexible
- Demonstrated ability to lead teams and effect change within an organisation
- Ability to analyse problems and formulate clear and effective solutions
- Superior organisational ability and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks
- Relevant or related experience at a similar position
- Demonstrated ability to work in a student focused environment