

POSITION DESCRIPTION

POSITION TITLE	Facilities Manager
REPORTS TO	Business Manager



About St Mark's Anglican Community School

St Mark's is a co-educational Kindergarten to Year 12 Anglican school, part of AngliSchools, that provides a high quality, inclusive, caring Anglican education. The School is a centre of excellence in teaching and learning, pastoral care, worship, and service. St Mark's aims to foster growth in character and to develop a set of values and skills, by teaching and example in an Anglican setting, through all aspects of School life.

St Mark's is a values-driven organisation and staff act according to the stated values of Respect, Knowledge, Confidence, Responsibility, and Community. The School motto is *Seek Truth and Wisdom*.

About the Role

The Facilities Manager, under the guidance of the Business Manager and ultimately the Principal, is responsible for the strategic and operational management and maintenance of the facilities and grounds of the School. The Facilities Manager effectively leads and manages the Grounds and Maintenance teams, as well as external contractors, to maintain facilities to a high standard, provide efficient logistics and associated services to support the School's activities, promote a safe environment and proactively keeping facilities to a high standard. The role also advises and assists in the planning, development and management of infrastructure improvements and building projects.

Key Relationships:

- Executive Team
- Teaching and non-teaching staff
- Contractors, consultants, architects and project managers
- Facilities and Sustainability Committee of the School Council
- Government and utility organisations, including, but not limited to City of Joondalup, Western Power, Water Corporation, Telstra, DFES and Department of Transport
- Maintenance Supervisor, Maintenance Team, Grounds Team

Responsibilities

Responsibilities in relation to the position include, but are not limited to the following:

Property Management

- Plan, schedule and prioritise preventative and reactive facilities and grounds maintenance programs (e.g. painting, plant, plumbing, electrical testing, pest control, fire systems, floor coverings, furniture, paving, lawns, vegetation, reticulation, bores, kilns, etc) in consultation and communication with all stakeholders.
- Ensure safety and compliance of facilities, including playgrounds and play equipment, and work practices, identify risks and hazards and manage appropriately.
- Manage waste management and disposal.
- Proactive beautification of School grounds and buildings.
- Manage telecommunications, school bell and emergency alert systems.
- Manage and control of security systems and matters (opening and closing of

POSITION DESCRIPTION

POSITION TITLE	Facilities Manager
REPORTS TO	Business Manager



buildings, lock-up, patrols, security systems, access, keys, CCTV monitoring, etc).

- Manage facilities contracts and contractors, including cleaning contract.
- Manage the school vehicles, including maintenance and licensing.
- Oversee the school's service utilities and minimise running costs where possible.
- Manage traffic on the school grounds.
- Develop and report key performance indicators in delivering facilities services and projects that are on time and within budget.
- Logistical support for events during and after school hours as required.
- Ensure the safe operation of all Grounds and Maintenance equipment, work areas and personnel in accordance with the School's Occupational Health and Safety Standards.
- Be an active member of the Emergency Response Team and troubleshoot emergency situations as and when they arise.
- Collaborate with the St Mark's Parents & Friends' Association ("P&F") to ensure smooth organization and running of P&F Busy Bees (usually 1 to 2 per year).
- Assist with the hiring of school facilities to outside parties.

Planning and Development

In collaboration with the Principal and Business Manager, determine the long-term facility requirements by reference to the Strategic and Capital Master plans having regard to the maintenance and sustainability of the built environment. This includes, but is not limited to:

- Assess the operational functionality of the School's facilities and seek out areas of improvement.
- Manage external contractors and develop close working relationships with key stakeholders such as architects, project managers, design consultants and builders to ensure specifications support long term maintenance.
- Monitor building projects, in conjunction with the Project Manager where applicable, to ensure the quality is in accordance with specification.
- Attend periodic site meetings and co-ordinate between builders and key stakeholders regarding ongoing site activities (e.g. timing of service outages).
- Establish detailed site plans indicating location of all services and coordinating individual building plans.
- Implement replacement strategies and purchase of new furniture.
- Maintain accurate and up-to-date records or reference, including building plans, drawings, service contracts and technical specifications of the School's buildings and services.

Capital Works Management

During periods of building development, additional responsibilities are envisaged, including (but not limited to):

- Planning and preparation of temporary working and storage facilities.

POSITION DESCRIPTION

POSITION TITLE	Facilities Manager
REPORTS TO	Business Manager



- Ensure continuity of access and services for operations during construction and demolition periods.
- Liaise with contractors, monitoring work programs, quality and safety.
- Resolve requests for information and variations, in collaboration with the Project Manager where applicable, ensuring cost and time effective outcomes for projects.
- Planning, scheduling, and managing projects for which a Project Manager is not appointed.
- Inspect completed building and rectification works.
- Attend capital works and other project meetings as required.

Manage resources

- Human Resources:
 - Lead the Facilities team in the effective performance of their duties and to maintain a high standard of safety and workmanship and a positive working environment.
 - Effectively manage the recruitment and onboarding of Facilities staff in conjunction with the Business Manager and Executive Officer.
 - Maintain open and effective communication with all internal stakeholders in delivering Facilities services and projects.
- Financial Resources:
 - Establish, maintain and administer relevant capital and recurrent budgets and ensure expenditure is within approved budget.
 - Assist Business Manager with insurance valuations, investigations and claims.

Reporting

- Develop, together with the Grounds Supervisor and Maintenance Supervisor, key performance indicators for the teams.
- Prepare a periodic report to the Business Manager identifying progress made toward the achievement of the key performance indicators of the Grounds and Maintenance teams.
- Prepare and provide information required by the Facilities & Sustainability Committee of the School Council.

Other duties incidental to the maintenance and development of School facilities, as reasonably requested by any member of the Executive.

Qualifications and Experience

- Tertiary, building or trade qualifications in a related field with significant knowledge and experience in facilities management
- Knowledge of contract documents and specifications
- Facilities experience in a school is an advantage
- Competent level computer literacy

POSITION DESCRIPTION



POSITION TITLE	Facilities Manager
REPORTS TO	Business Manager

- Current Working with Children Check
- Current National Police Clearance
- Working at heights certificate is desirable
- Previous experience in completing varied tasks including performing physical work
- Must possess a current, unrestricted WA driver’s licence. A medium or heavy rigid vehicle licences an advantage

Personal Attributes

- Be supportive of the School’s Anglican Identity
- Be reliable, enthusiastic and conscientious
- Strong problem solving and project management skills to organise resources, set priorities and meet deadlines
- Able to work flexibly as part of a small team of a busy school
- Ability to present a positive role model to students
- Always promote a safe work environment and act responsibly, safely and in accordance with policies and procedures
- Effective communication skills to foster positive relationships and work environment
- Work with a positive attitude and a service mindset

Employment Status:

- Permanent, full time. The role is required during term time and school holidays and is entitled to four weeks annual leave per year.
- Availability for occasional additional work outside of normal working hours is required, e.g. after hours, evening or weekends