

# Position Description



**MATTHEW  
FLINDERS**  
Anglican College

PROPERTY SERVICES MANAGER

## CLASSIFICATION

Position title:	● Property Services Manager
Reports to:	● Capital Works and Facilities Manager
Employment type and tenure:	● Permanent Full Time
Department / School:	● Business and Operations
Location:	● Stringybark Road, Buderim, Queensland
Industrial instrument:	● The Educational Services (Schools) General Staff Award 2020
Position classification	● School Operational Services Grade 5
Last updated:	● September 2021

## ABOUT US

Matthew Flinders Anglican College is a co-educational College that cares for more than 1350 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

### Our Mission

Our mission is to challenge our students to develop the character and competencies required to achieve academic excellence and a successful future of contribution and leadership in local, national and global communities.

### Our Vision

- To be a dynamic learning community that provides our students with an outstanding contemporary education which prepares them for tertiary study and beyond.
- To enhance the performance of our staff in a supportive and collaborative environment, enabling them to flourish as professionals for the benefit of our students.
- To build our traditions whilst responding to emerging evidence of new and improved ways of educating our students for excellence in learning and life.

### Our Values

Courage, Respect, Integrity and Compassion

## Role Summary

The role of the Property Services Manager, working under the general direction of the Capital Works and Facilities Manager, is to support the operational requirements of the College by being responsible for all aspects of the development, maintenance and presentation of campus buildings, grounds, sporting fields, turfs, sporting amenities, and gardens, for use by the College community, including visitors, parents, students and staff, and to actively promote a good first impression of the College to the general public.

Inherent in this position is the ability to do bending and heavy lifting of goods, safely handle organic and chemical pesticides and sprays, undertake maintenance of machinery and equipment, and legally operate a motor vehicle. These are regular routine tasks essential to the efficient and effective management of the Property Services Manager role. The Property Services Manager is expected to conduct the work in a safe manner.

## Primary Relationships

- o Report directly to the Capital Works and Facilities Manager
- o Directly manage employees in the following positions and indirectly manage / oversee their subordinates (where relevant):
  - o Property Services Officer
  - o Head of Grounds
  - o Head of Maintenance
- o Work collaboratively with staff in other departments across the College
- o Liaise with Contractors and external suppliers, including Council

## Working Hours

This position is required to work onsite full time for 38 hours per week. Reasonable additional hours may be required from time to time.

## Main Responsibilities

### Technical Expertise

- o Lead the operation of the Property Services Department and its staff.
- o Maintain and develop the preventative maintenance program in conjunction with the Capital Works and Facilities Manager.
- o Assist the Capital Works and Facilities Manager to plan, cost and develop minor or major works as required from time to time.
- o Maintain a current and accurate services plan of the location of utilities gas, water electricity, and telephone and computer network lines.
- o Oversee the repair, maintenance, and storage of all equipment including College vehicles, tractors, and ride-on mowers.
- o Supervise the development and maintenance of buildings, gardens, grounds, ovals, and turf wicket to a professional standard that will complement the environment and present a pleasant appearance.
- o Oversee the preparation of ovals for sporting events and carnivals including line marking and set up of equipment.
- o Lead the establishment and maintenance of pedestrian ways, service roads and other traffic areas around the College.

- o Manage the simplex lesson times changeover (bell) system.
- o Responsible for the daily security of the premises, in conjunction with the resident Caretaker.
- o Responsible for all fire services equipment and evacuation procedures, in consultation with the Workplace Health and Safety Officer.
- o Coordinate the timely distribution of goods throughout the College.
- o Manage the College key register.

#### Leadership

- o Schedule the workloads of the Property Services team to ensure the efficient and effective allocation of resources.
- o Provide leadership and direction to the Property Services team, enabling them to reach their full potential.
- o Ensure staff are accountable to the professional expectations of their positions and College policies and procedures.
- o Ensure the Property Services team are provided with training that supports compliance and their professional development.
- o Lead a culture of continuous improvement by keeping abreast of, and embedding contemporary and innovative grounds, gardens, maintenance and facilities management practices.

#### Occupational Health and Safety

- o Maintain a clean, tidy and highly presentable College buildings and grounds environment.
- o Ensure work is carried out in a safe manner having due regard for the health and safety of yourself, your fellow workers and all other users of the College grounds.
- o Provision of first aid services when required.

#### Other Duties

- o Any other associated duties as required by the Capital Works and Facilities Manager.

### Person Specification

#### Essential qualifications, knowledge, experience and skills

- o Positive Working with Children Check (Blue Card), or eligibility to obtain
- o Current 'open' or unrestricted drivers' licence
- o First aid certificate, or willingness to obtain
- o Demonstrated experience and success in a similar, facilities and/or grounds maintenance position
- o Demonstrated experience and success leading and managing teams
- o Technical trade qualification (highly desirable, not essential)

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