## ST PHILIP’S COLLEGE

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th>Property Manager</th>
</tr>
</thead>
</table>
| PURPOSE of the POSITION | • General maintenance and management of the college buildings, grounds and plant and equipment  
• Development of College Buildings and grounds where applicable  
• Project Manage minor and major Capital works. |
| DESCRIPTION OF THE ROLE | • Plan and efficiently organise the management of the maintenance department.  
• Routinely identify all required maintenance work.  
• Manage and work with other maintenance staff ensuring the work is completed to a high standard  
• Be available for after hours call outs when required  
• Other duties as specified |
| DIRECTLY RESPONSIBLE TO | • Business Manager  
• Headmaster or his Delegate |
| SPECIFICALLY RESPONSIBLE FOR | • Maintenance & Grounds team  
• Maintenance & Grounds budget control |
| SPECIFIC AREAS OF LEADERSHIP REQUIRED | • Practical common sense  
• Overall planning of maintenance program  
• Ability to work with and direct maintenance and grounds staff  
• Ability to operate plant and equipment |
| OCCUPATION HEALTH & SAFETY | • Work in a safe manner to eliminate any risk to any persons on College property.  
• Have a reasonable working knowledge of Work Health and Safety requirements  
• Ensure maintenance and grounds staff work in a safe manner so as to eliminate injury to themselves or other persons.  
• Report any hazards and injuries to the Business Manager |
| PROVIDE SPECIFIC ADVICE TO | • The maintenance and grounds team |
| REQUIREMENTS FOR THE POSITION | • Proven building experience  
• Technical trade skills and qualifications advantageous  
• Ability to supervise staff and communicate effectively with all staff |
| KNOWLEDGE REQUIRED FOR THE POSITION | • Good working knowledge of all the necessary maintenance trades – mechanical, construction etc.  
• Ability to complete small construction jobs |
| EXPERIENCE REQUIRED FOR THE POSITION | • Building and maintenance experience  
• Supervision of staff |
| PERSONAL AND INTER-PERSONAL ABILITIES | • Ability to work within a team  
• Deal and negotiate with outside contractors/organisations when necessary.  
• Ability to communicate effectively with all staff |
| SUPPORT FOR THE MISSION STATEMENT AND OBJECTIVES | • Support the Christian ethos of the College  
• Respect the cultural values of the staff, students and families |
| REMUNERATION | • Negotiable depending on qualifications and experience. |

January 2014