

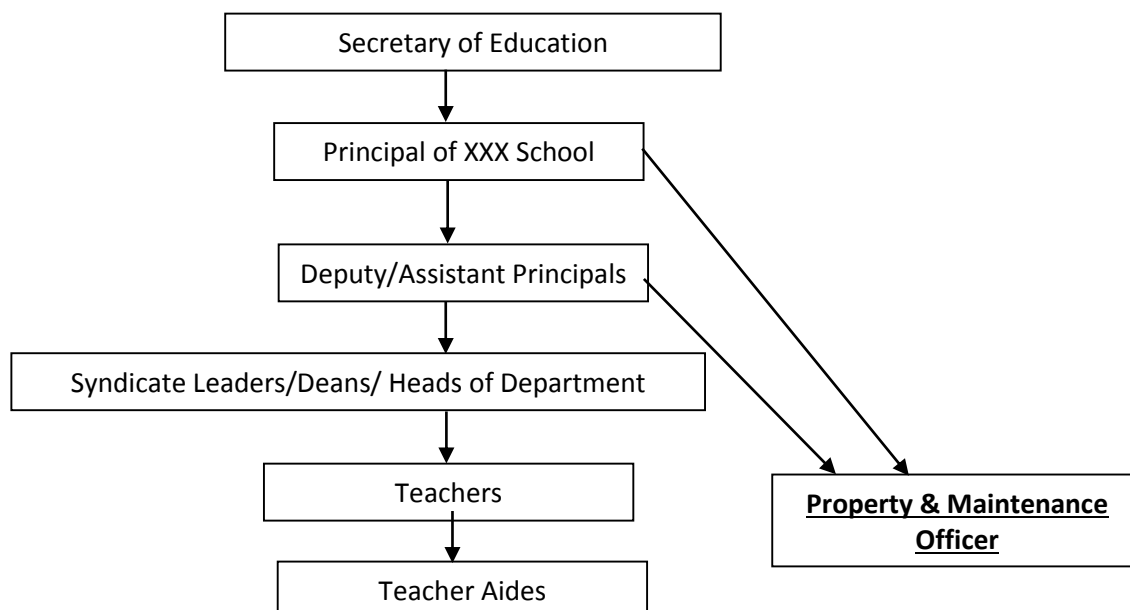
**POSITION DESCRIPTION**

Position Title:	Property & Maintenance Officer
Division:School
Responsible To:	Principal and Deputy Principal
Responsible For:	
Job Purpose:	To support the effective delivery of the school curriculum to all students by providing a well maintained, clean, safe, secure and healthy school environment.
Remuneration:	Min: \$8/hr Mid: \$9.45/hr Max: \$ 11.19/hr (Band-C)
Date:	June 2020

MINISTRY VISION:

Through its vision, the Ministry of Education values the unique nature of the Cook Islands. We contribute to the effective governance of our country and are recognised as leaders in education throughout the region.

The Ministry of Education provides a dynamic and professional environment which promotes and supports lifelong learning through the provision of quality services.

ORGANISATION CHART:

KEY RESULTS AREA:

K.R.A	Key Performance Indicators
<p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> To develop, maintain and implement an annual property and grounds maintenance plan. To report to the Principal and/or Deputy Principal on any large item of maintenance requiring a tradesman and/or budget approval 	<ul style="list-style-type: none"> A maintenance plan is produced with clear targets, responsibilities costs and timelines in consultation with school management Implement and monitor progress towards achievement of the plan and large projects according to timelines set A maintenance register is kept current
<p><u>Grounds Maintenance</u></p> <ul style="list-style-type: none"> To ensure that the school grounds, playing fields and courts are attractive, safe and functional areas for students and staff To landscape areas of the school after consultation with school management To ensure that the school is free of mosquito breeding areas To ensure that the front of the school is always neat and tidy and grass is cut, leaves and rubbish removed. 	<ul style="list-style-type: none"> Lawns are mown, playing fields are litter free, hedges are trimmed and gardens and courts are free of weeds Drains and sump holes are free of debris and water tanks and water filters systems are maintained to MOH standards Attend to all mosquito breeding areas appropriately Safety gear is used and safe practice is followed when spraying chemicals
<p><u>Plant Repairs and Maintenance</u></p> <ul style="list-style-type: none"> To ensure that the school buildings are maintained in a safe, attractive and functional state Attend to day-to-day maintenance jobs (e.g. broken windows, leaking taps, window catches, door knobs, minor carpentry, small painting jobs, furniture, locks etc.) To ensure toilets are all in good working condition for staff and students and attend to any minor blockages etc. To keep an inventory of all maintenance tools and equipment that is maintained and up-to-date 	<ul style="list-style-type: none"> Carry out and complete maintenance repair work Check all taps, water filters, water pipes regularly and ensure they are working efficiently Check toilets for blockages All equipment is used in a safe way and well maintained and stored including grass cutters, mowers, etc. To liaise with contractors or Island Administration infrastructure team to carry out major repair and maintenance as required. Comply with building and maintenance health and safety regulations of government and undergo training and upskilling as required.
<p><u>Cleaning</u></p> <p>To ensure that the school buildings and grounds are kept clean to a high standard and in a way that best meets the educational needs of the school</p>	<ul style="list-style-type: none"> Regular inspection of the grounds is carried out Outside rubbish bins and drums are emptied on a daily basis Rubbish is cleared and disposed of regularly and appropriately, encouraging a culture of recycling rubbish Regular water blasting of concrete areas, toilets and classrooms is carried out
<p><u>Security</u></p> <ul style="list-style-type: none"> To maintain a high level of security of buildings, property, equipment and grounds at all times. To deal with vandalism and graffiti promptly and effectively 	<ul style="list-style-type: none"> Rooms and buildings are secured and locked at end of day Communicate with senior management team if there is a security breach; carry out repairs, paint out and/or clean off graffiti

<p><u>Caretaking</u></p> <p>To carry out caretaking duties in an efficient and effective way</p>	<ul style="list-style-type: none"> • Assist with setting out and return of furniture for assembly, exams and other school functions • Deliver equipment and resources within school as requested
<p><u>Professional Conduct & Development</u></p> <ul style="list-style-type: none"> • Demonstrate professional conduct as expected by an employee of the Cook Islands Public Service • Participate fully and effectively in the performance management system 	<ul style="list-style-type: none"> • Demonstrates professionalism at all times • Complies with the values and code of conduct of the CIPS • Complies with the requirements of the MOE performance management system • Keep up to date with developments in building maintenance and repair, participating in relevant professional development opportunities • Meets all expected deadlines and reporting requirements as directed by the Principal

WORK COMPLEXITY:

<p><i>Indicate Most challenging duties typically undertaken:</i></p>	
1	<p>Ability to carry out general maintenance to a high standard; able to make a considered assessment of the need for resources, repairs, replacement required to maintain daily operations and that any action is costed and approved.</p>
2	<p>Ability to work without supervision – set daily work plan, complete tasks effectively and efficiently, being able to multitask and exhibit verbal and written communication skills.</p>
3	<p>Plan, inspect, organise operations and record/report the costs associated with the maintenance of mechanical plant and equipment, grounds, buildings and other assets.</p>
4	<p>Have a good grasp of technology, basic carpentry and general maintenance, mechanical manuals, building codes and guidelines, and numeracy skills</p>

AUTHORITY:

Financial	Nil (Able to interpret quotes, cost and plan out maintenance projects, able to maintain mechanical and equipment inventory)
Staff	Nil
Contractual	Nil

FUNCTIONAL RELATIONSHIPS:

Internal	Nature of Contact	External	Nature of Contact
Principal	School policies and procedures, competency, development, leave, school wide cleaning and maintenance programs, support and other matters as required - daily (Heavy)	Community Services, contractors, suppliers	Property, maintenance, health, safety, security and other matters as required (Routine)
Teachers	Cleaning and maintenance support and advice; other matters as required – daily (Heavy)	Government Agencies,	As specific to the needs of the school including health and safety, maintenance and other matters as required (Minimal)
Students	Support school cleaning duties roster, provide advice on disposal, cleaning, clearing and other matters - daily (Heavy)		
Ministry of Education central administration office	Employment matters including payroll, leave, professional development, performance, competency and other matters as required. (Light)		

QUALIFICATION:

Level of education required to perform the functions required of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (specific qualification for job)
<ul style="list-style-type: none"> NCEA Level 2 or equivalent or equivalent (SFC) with passes in technology or building and construction and Maths 	<ul style="list-style-type: none"> A Trades qualification (Certificate or Diploma) A current first aide certificate

Knowledge / Experience

The length of practical experience and nature of specialist or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none"> Maturity and a minimum of 4 years working in the same or a similar position General maintenance skills and experience A reasonable degree of physical fitness Basic first aid training 	<ul style="list-style-type: none"> A minimum of 5 years experience in a similar position Mechanical and carpentry knowledge and experience with landscaping design and maintenance Ability to communicate effectively in both Cook Islands Maori and English

Key Skills /Attributes/ Behaviours

Expert	<ul style="list-style-type: none"> • Demonstrates Initiative and an ability to assess any situation and take steps to achieve a positive outcome for the school • Able to develop and implement the school's maintenance plan and register
Advanced	<ul style="list-style-type: none"> • Being the go to person who is sought out by others for technical maintenance expertise and knowledge • Able to understand maintenance manuals, follow instructions and carry out minor machine repairs and maintenance • Good work ethics, with a sound understanding and skills in a trade(s). • Establishes and maintains good working relationships with staff, customers and suppliers to improve the overall effectiveness of the position.
Working	<ul style="list-style-type: none"> • Establishing and maintaining effective links with property and maintenance suppliers and expertise. • Taking an active interest in up-skilling and applying new knowledge to complete tasks • An ability to respond to changing situations in a flexible manner in order to meet current needs. • Working effectively with others in the school and MOE
Awareness	<ul style="list-style-type: none"> • Knowledge of Education Sector mandates (Education Act, EMP, SOI) • Basic financial management principles

Approved:

Head of Ministry – Secretary of Education

Date

Employee

Date