



**MINISTRY OF EDUCATION  
GOVERNMENT OF THE COOK ISLANDS**

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**POSITION SUMMARY**

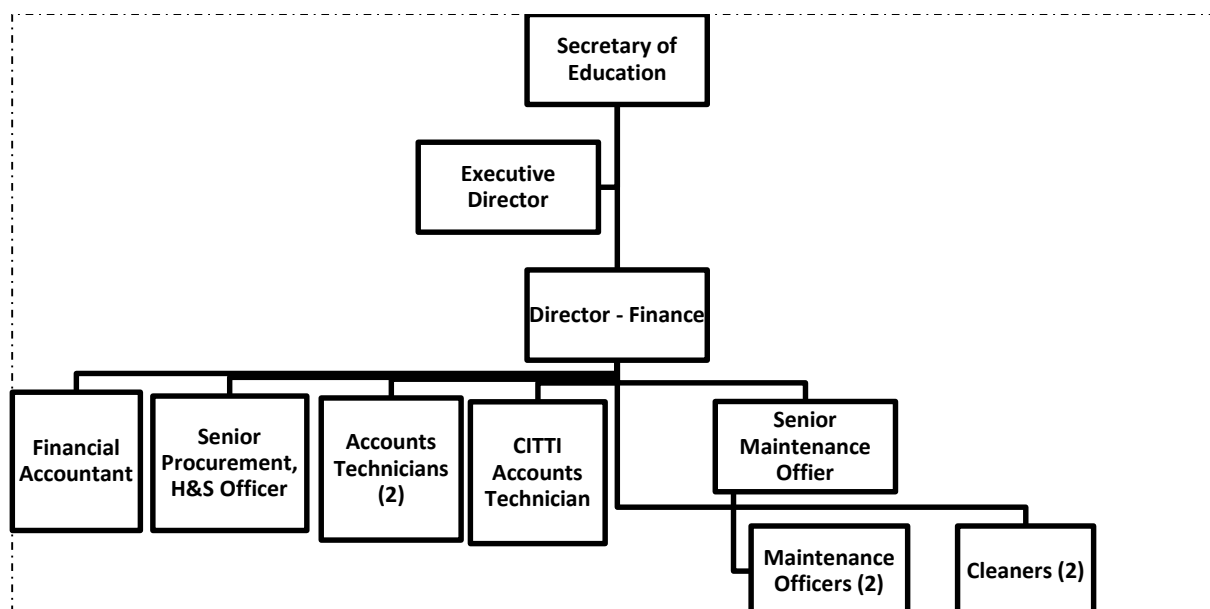
Job Title:	Maintenance Officer
Division:	Finance Division
Responsible To:	Director of Finance through Senior Maintenance Officer
Responsible For:	Nil
Job Purpose:	To provide an efficient and effective maintenance, land-care and procurement support service for the Ministry that contributes towards the Ministry of Education's goals of professional services, in a professional environment and surroundings.
Job Classification & Salary	Min – C1 (15,513)      Mid (17,253)      Max (20,422)
Date updated:	April 2021

**AGENCY 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 life-long learning through the provision of quality services.

**ORGANISATIONAL STAFFING STRUCTURE**



**KEY RESULT AREAS (KRA'S)/OUTPUTS**

*(Selected from key tasks and expected outcomes)*

KRAs for this position(maximum of 6)	Key Performance Indicators(use SMART principles)
<p><b>KRA 1:</b> To provide ongoing maintenance support for schools and assist in the procurement of inventory and capital assets.</p> <p><b>Key Task</b></p> <ol style="list-style-type: none"> <li>1. Assist in conducting warrant of fitness inspections of Rarotonga and Pa Enua school buildings - carpentry, electrical, plumbing, glazier, painting, grounds, health and safety resources and report any major repairs for remedial action</li> <li>2. Assist to prepare work plans, costing and procure materials for school maintenance repairs in consultation with the school principal</li> <li>3. Carry out the assembly and repair of school furniture and equipment</li> <li>4. Safely move furniture and equipment to requested site.</li> <li>5. Assist &amp; implement MOE office vehicle maintenance, grounds and grounds equipment maintenance plan</li> </ol>	<ul style="list-style-type: none"> <li>• Annual warrant of fitness of school properties</li> <li>• Register of major refurbishment programme for school infrastructure in conjunction with CIIC</li> <li>• Confirmation report from Principals of any refurbishment programmes completed by CIIC, PTA or community suppliers</li> <li>• Grounds and vehicle maintenance schedules updated and adhered with</li> <li>• Weekly office maintenance conducted and any repairs are completed</li> <li>• Weekly disposal of office waste stream is scheduled and conducted</li> </ul>
<p><b>KRA 2:</b> To assist with the maintenance and operation of the ministry working environment, including schools, to ensure the provision of safe and healthy working conditions</p> <p><b>Key Task</b></p> <ol style="list-style-type: none"> <li>1. Complete monthly repair of buildings, facilities, equipment and grounds according to maintenance schedule</li> <li>2. Complete an annual security maintenance schedule which troubleshoots, repairs and adjusts locks on doors, cabinets, desks, closets; repair door hinges; and clean plugged key slots.</li> <li>3. Ensure all worksites comply with health and safety building site regulations including handling and disposal of hazardous waste and chemicals.</li> <li>4. Other duties as assigned by the Director and Senior Maintenance Officer</li> </ol>	<ul style="list-style-type: none"> <li>• Adhere to maintenance schedules to ensure tasks are performed in a timely manner; repair and mend structures such as floors, showers, sinks, walls, roofing, stairways, and carpets.</li> <li>• Security maintenance schedule</li> <li>• Hazardous waste and chemical disposal information and schedule is in place involving landfill and recycle centres</li> </ul>
<p><b>KRA 3:</b> To monitor the use of financial and teaching resources by schools to ensure learning outcomes for students are maximised.</p> <p><b>Key Task</b></p> <ol style="list-style-type: none"> <li>1. Assist funding project procurement, assemble and delivery of all school resources</li> <li>2. Assist in quarterly, annual asset and inventory stock-take.</li> </ol>	<ul style="list-style-type: none"> <li>• All new fixed assets tagged</li> <li>• Annual stock-take of inventory and fixed assets</li> <li>• Annual Write off or disposal register for fixed assets and inventory up to date</li> <li>• Quarterly reconcile school assets against fixed asset master register</li> </ul>

3. Assist in clearance, uplift, freight of goods and services to schools via airport or wharf	<ul style="list-style-type: none"> <li>• Regular evaluation of ministry and school assets</li> <li>• Regular evaluation of ministry and school disaster management resources</li> <li>• Freight for schools is cleared from ports and deployed to the respective schools or centres</li> </ul>
<b>KRA 4:</b> <b>Professional Conduct</b> 1. Demonstrate professional conduct as expected by an employee of the Cook Islands Public Service 2. Participate fully and effectively as part of the Division staff and in the performance management system.	<ul style="list-style-type: none"> <li>• The Public Service is not brought into disrepute by inappropriate staff performance and/or behaviour</li> <li>• Performance is reviewed annually and development opportunities provided to enhance effectiveness</li> </ul>

## WORK COMPLEXITY

*(Selected from key accountabilities)*

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Managing multiple tasks in terms of specialized trade work efficiency
2	Compliance with building standards
3	Asset and Inventory Management
4	Have a good grasp of technology, basic carpentry and general maintenance, mechanical, building codes and guidelines and numeracy skills
5	Ability to work without supervision – set daily work plan, complete tasks effectively and efficiently, exhibit verbal and written communication skills in English and CI Maori

## AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

<b>Financial</b>	No authority
<b>Staff</b>	No authority
<b>Contractual</b>	No authority

## FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. (List the external and internal types of functional relationships)

<b>Internal</b>	<b>Nature of Contact</b>	<b>External</b>	<b>Nature of Contact</b>
Director & other Finance staff	MOE cleaning and maintenance support, team work and other matters as required <b>(Heavy)</b>	Local and overseas suppliers	As specific to the needs of the Division including health and safety maintenance, freight & shipping agents and other matters as required <b>(Minimal)</b>
Other Divisions	MOE cleaning and maintenance support & other matters as required <b>(Medium)</b>	Other Public Sector agencies, SOEs	Maintenance, shipping and other matters as required <b>(Minimal)</b>
Principals and school SMT	School maintenance support & other matters as required <b>(Medium)</b>		

### QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

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

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
<ul style="list-style-type: none"> <li>Trade or journeyman qualifications as a carpenter, electrician, plumber, fitter or mechanic (to National Certificate Level)</li> </ul>	<ul style="list-style-type: none"> <li>Accredited Tradesman</li> <li>First aid certificate</li> </ul>

### EXPERIENCE

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

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
<ul style="list-style-type: none"> <li>Maturity and a minimum of 3 years working in a trade or a similar position.</li> <li>A reasonable degree of physical fitness</li> <li>Requires a willingness to work a flexible schedule</li> </ul>	4 or more years' experience, knowledge of asset management would be advantageous

### KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

*(Selected from Skills and Behaviour)*

<b>Level of ability required for the job</b>	
<b>Expert</b>	<ul style="list-style-type: none"> <li>Has initiative and an ability to assess any situation and take steps to achieve a positive outcome for the Division and Schools.</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>Good work ethics, with a sound understanding and skills in a trade(s).</li> <li><b>Interpersonal Skills</b> – Establishes and maintains good working relationships with staff, customers and suppliers to improve the overall effectiveness of the position.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to communicate effectively in both Cook Islands Maori and English.</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• <b>Collaboration</b> - Working effectively with others in the Division and Ministry and with stakeholders to accomplish Divisional goals.</li> <li>• <b>Flexibility</b> - An ability to respond to changing situations in a flexible manner in order to meet current needs.</li> <li>• Able to understand maintenance manuals, follow instructions and carry out minor machine repairs and maintenance.</li> <li>• Mechanical and carpentry knowledge and experience with landscaping design and maintenance.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Taking an active interest in up-skilling and applying new knowledge to complete tasks</li> <li>• MOE/School mandates and programs</li> </ul>

### CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

#### Approved:

\_\_\_\_\_  
HoM/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date