



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

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POSITION SUMMARY

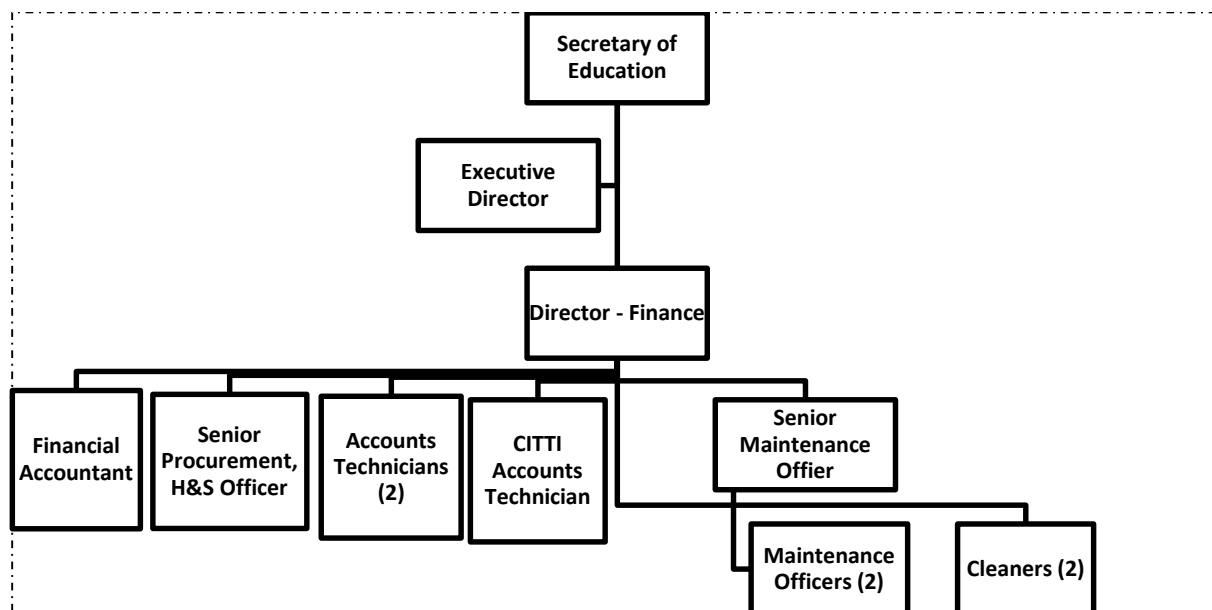
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|-----------------------------|--|--------------|--------------|
| Job Title: | Senior Maintenance Officer | | |
| Division: | Finance Division | | |
| Responsible To: | Director of Finance | | |
| Responsible For: | Work-plan of 2 maintenance staff | | |
| Job Purpose: | <ul style="list-style-type: none"> To ensure the responsible control and management of financial and capital resources. 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 – F1 (22,352) | Mid (27,816) | Max (34,646) |
| 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

| KRAs | Key Performance Indicator |
|--|---|
| <p>KRA 1: To provide ongoing maintenance support for schools and assist in the procurement of inventory and capital assets.</p> <p>Key Task</p> <ol style="list-style-type: none"> 1. Conduct 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 2. Prepare work plans, costing and procure materials for school maintenance repairs in consultation with the school principal 3. Supervise the assembly and repair of school furniture and equipment 4. Safely move furniture and equipment to requested site. 5. Supervise the MOE office vehicle maintenance, grounds and grounds equipment maintenance plan | <ul style="list-style-type: none"> • Annual warrant of fitness of school properties • Register of major refurbishment programme for school infrastructure in conjunction with CIIC • Confirmation report from Principals of any refurbishment programmes completed by CIIC, PTA or community suppliers • Grounds and vehicle maintenance schedules updated and adhered with • Weekly office maintenance conducted and any repairs are completed • Weekly disposal of office waste stream is scheduled and conducted |
| <p>KRA 2: Supervise the maintenance and operation of the ministry working environment, including schools, to ensure the provision of safe and healthy working conditions</p> <p>Key Task</p> <ol style="list-style-type: none"> 1. Ensure monthly repair of buildings, facilities, equipment and grounds according to maintenance schedule is completed 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. 3. Ensure all worksites comply with health and safety building site regulations 4. Contact appropriate outside agencies to schedule inspections, obtain required permits, and dispose of hazardous waste and chemicals. 5. Other duties as assigned by the Director or Procurement, Health and Safety Officer | <ul style="list-style-type: none"> • 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. • Security maintenance schedule • Hazardous waste and chemical disposal information and schedule is in place |
| <p>KRA 3: To monitor the use of financial and teaching resources by schools to ensure learning outcomes for students are maximised.</p> <p>Key Task</p> | <ul style="list-style-type: none"> • All new fixed assets tagged • Annual stock-take of inventory and fixed assets |

| | |
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| <ol style="list-style-type: none"> 1. Assist funding project procurement, assemble and delivery of all school resources 2. Assist in quarterly, annual asset and inventory stock-take. 3. Supervise the clearance, uplift, freight of goods and services to schools via airport or wharf | <ul style="list-style-type: none"> • Annual Write off or disposal register for fixed assets and inventory up to date • Quarterly reconcile school assets against fixed asset master register • Regular evaluation of ministry and school assets • Regular evaluation of ministry and school disaster management resources • Freight for schools is cleared from ports and deployed to the respective schools or centres |
| <p>KRA 4: Staff deployment, supervision and management of two maintenance staff</p> <ol style="list-style-type: none"> 1. Assist in preparing, implementing and monitoring daily, weekly and monthly staff work details in consultation with the Director 2. Provide advice and guidance to staff in the preparation and completion of their individual work programs 3. Ensure staff adhere to all health and safety requirements, equipment and maintenance manuals | <ul style="list-style-type: none"> • Divisional meetings held, work plans and programs are prepared and implemented • Work plans and programs are monitored via regular reporting to Director and other senior Finance Division staff. • Health and safety and equipment maintenance register is updated. |
| <p>KRA 5: Professional Conduct</p> <ol style="list-style-type: none"> 1. Keep up to date with changes in maintenance policy/procedures- CIIC 2. Demonstrate professional conduct as expected by an employee of the Cook Islands Public Service 3. Participate fully and effectively as part of the Division staff and in the performance management system. | <ul style="list-style-type: none"> • The Public Service is not brought into disrepute by inappropriate staff performance and/or behaviour • Performance is reviewed annually and development opportunities provided to enhance effectiveness |

WORK COMPLEXITY

(Selected from key accountabilities)

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| <i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i> | |
| 1 | Managing multiple tasks in terms of specialized trade work detail and efficiency across the disciplines |
| 2 | Managing and compliance with infrastructure standards |
| 3 | Asset and Inventory Management |
| 4 | Assist in writing infrastructure strategies for multiple year business plans |
| 5 | Providing initiatives to streamline specialized trade work efficiency and productivity of staff |

AUTHORITY

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

| | |
|--------------------|--|
| Financial | Is able to provide quotes for projects and to maintain the equipment inventory of the maintenance team |
| Staff | Supervises two other maintenance staff in terms of the completion of work programs and plans, has an input into the performance of maintenance staff in consultation with the Director |
| Contractual | 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)

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

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.

| Essential: (least qualification to be competent) | Desirable: (other qualifications for job) |
|---|---|
| <ul style="list-style-type: none"> Trade or journeyman qualifications as a carpenter, electrician, plumber, fitter or mechanic to a Nation at Diploma Level. | <ul style="list-style-type: none"> Qualified Tradesman (Diploma or higher) Certification with a trades guild or association |

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.

| Essential: (least number of years to be competent) | Desirable: (target number of years you are looking for) |
|---|--|
| 5 to 8 years of practical experience, 2-3 year in a supervisory capacity. Requires a willingness to work a flexible schedule | 8 + years with, 4 years' supervisory experience. A sound knowledge of asset management would be advantageous |

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

(Selected from Skills and Behaviour)

| Level of ability required for the job | |
|---------------------------------------|---|
| Expert | <ul style="list-style-type: none"> • Understanding of buildings and grounds maintenance – has a good understanding of building maintenance principles and application in all areas • Expressing ideas effectively in individual and group situations and to a range of audiences in English and CI Maori. Keeps information confidential |
| Advanced | <ul style="list-style-type: none"> • Strong work ethics, management and leadership skills with a sound understanding and skills in a trade(s) • Ability to analyse building plans, assess costing and the preparation of work plans and, project reports • Quality and Accuracy - Accomplishing tasks with concern for the standard produced; checking own or others' work to ensure accuracy, adherence to procedures and completeness. Improves processes to ensure improvement in quality of outputs over time. • Decision making /Problem Solving - Making timely decisions; judgements; taking action when appropriate and committing to a position or direction. • Interpersonal Skills - Establishing and maintaining good relationships with staff, customers and suppliers to improve the overall effectiveness of the position. |
| Working | <ul style="list-style-type: none"> • Collaboration - Working effectively with others in Division and Ministry and stakeholders to accomplish Divisional goals. Works with little supervision required. • Attention to detail – ability to accurately check processes, tasks and /or information no matter how small over time yet still showing concern for all the other aspects of the job. • ITC - be able to carry out word processing, use spreadsheets, or other software as appropriate, to Level 1 • Flexibility - An ability to respond to changing situations in a flexible manner in order to meet current needs. • Working knowledge of the requirement of associated trades in completing projects. |
| Awareness | <ul style="list-style-type: none"> • Knowledge of MFEM procedures & Education Sector mandates (Education Act, EMP, SOI) • Knowledge of cost control principles including inventory and |

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