

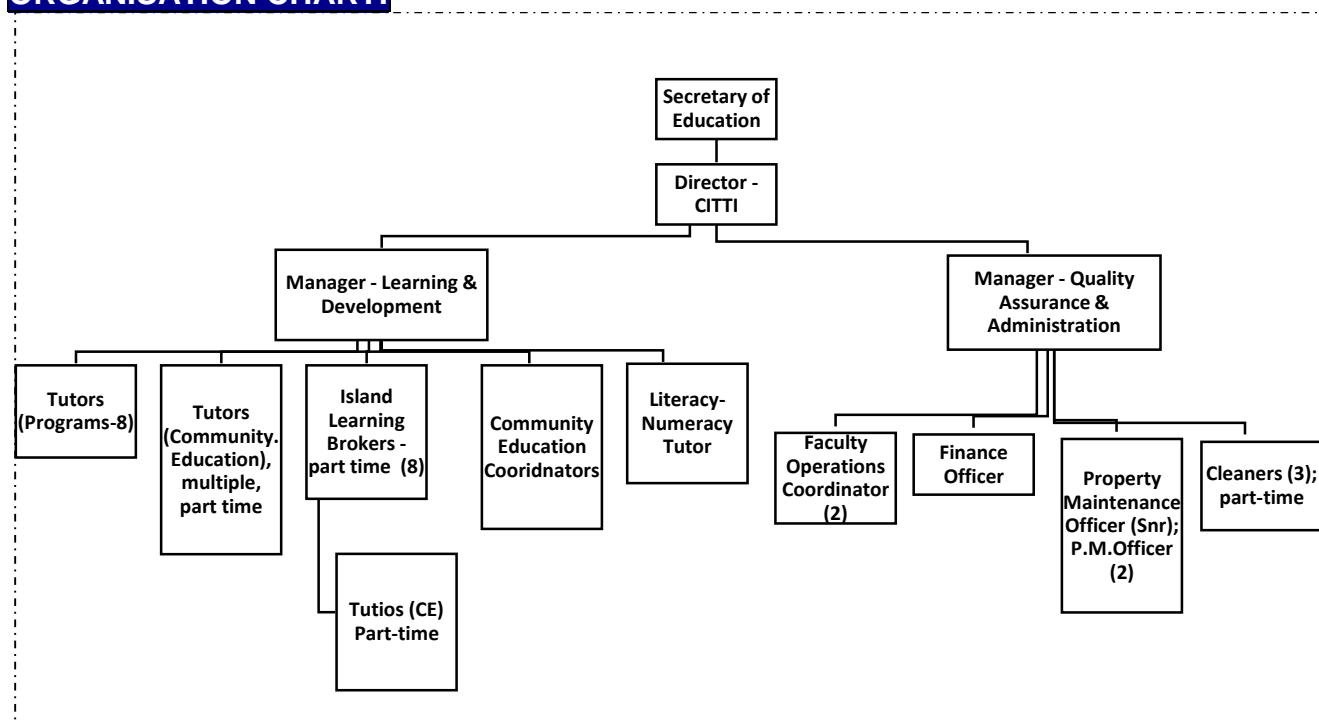
**POSITION DESCRIPTION**

Position Title:	Property & Maintenance Officer - Senior		
Division:	CITTI Amuri Centre		
Responsible To:	Quality Assurance & Administration Manager		
Responsible For:	(Supervising Aitutaki schools maintenance team program)		
Job Purpose:	<ul style="list-style-type: none"> To support the effective delivery of the CITTI curriculum by providing a well maintained, clean, safe, secure and healthy school environment. To manage the work program and detail of maintenance personnel from other schools. 		
Job Classification			
Remuneration	Band D; Min: \$9.26 /hr	Mid: 10.92	Max: 12.59
Date:	April 2021		

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
<u>Planning and Organising</u> <ul style="list-style-type: none"> To develop, maintain and implement an annual property and grounds maintenance plan for the Amuri Centre To report to the Manager through the ILB and/or the Director of Finance on any large item of maintenance requiring budget approval To work with Principals and maintenance staff of schools to develop, maintain and implement a schools maintenance plan 	<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 A schools maintenance plan is developed, kept current and implemented throughout the year; assets are maintained.
<u>Grounds Maintenance</u> <ul style="list-style-type: none"> To ensure that the Centre grounds, playing fields and courts are attractive, safe and functional areas for students and staff To landscape areas of the Centre after consultation with Centre management To ensure that the Centre is free of mosquito breeding areas To ensure that the front of the Centre 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
<u>Plant Repairs and Maintenance</u> <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 Supervise the MOE vehicles, assets and equipment maintenance plan reporting to the Director of Finance 	<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. Grounds and vehicle maintenance schedules updated and adhered with
<u>Cleaning</u> <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
<u>Security</u>	

<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
<u>Supervise Schools Maintenance Staff - School Resources</u> <ul style="list-style-type: none"> Supervise the clearance, uplift, freight of goods and services to schools via airport or wharf; safely move furniture and equipment to requested site. Supervise the assembly and repair of school furniture and equipment 	<ul style="list-style-type: none"> Freight for schools is cleared from ports and deployed to the respective schools or centres Liaise with principals on repairs and keep maintenance register records of furniture and equipment repairs
<u>Maintenance staff Supervision and Deployment</u> <ul style="list-style-type: none"> In consultation with Principals, prepare, implement and monitor daily, weekly and monthly staff work plan details Provide advice and guidance to staff in the preparation and completion of their individual work programs Ensure staff adhere to all health and safety requirements, equipment and maintenance manuals 	<ul style="list-style-type: none"> Maintenance meetings held, work plans and programs are prepared and implemented Work plans and programs are monitored via regular reporting to Principals Health and safety and equipment maintenance register is updated.
<u>Professional Conduct & Development</u> <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 Able to work well within a maintenance team based at the Amuri Centre Meets all expected deadlines and reporting requirements as directed by the Manager

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WORK COMPLEXITY:

<i>Indicate Most challenging duties typically undertaken:</i>	
1	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.
2	Ability to work without supervision – set daily work plans, complete tasks effectively and efficiently, being able to multitask and exhibit verbal and written communication skills.
3	Plan, inspect, organise operations and record/report the costs associated with the maintenance of mechanical plant and equipment, grounds, buildings and other assets.
4	Have a good grasp of technology, basic carpentry and general maintenance, mechanical manuals, building codes and guidelines, and numeracy skills
5	Managing the work program of the school maintenance team, ensuring a high standard of workmanship, compliance with health and safety standards and commitment to the project completion.

AUTHORITY:

Financial	Nil (Able to interpret quotes, cost and plan out maintenance projects, able to maintain mechanical and equipment inventory)
Staff	Nil (Supervises the work program of schools maintenance staff)
Contractual	Nil

FUNCTIONAL RELATIONSHIPS:

<i>Internal</i>	<i>Nature of Contact</i>	<i>External</i>	<i>Nature of Contact</i>
Principals, Line Manager, ILB	Centre/school policies and procedures, competency, development, leave, schools 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)
Centre/school staff, School PMO staff	Cleaning and maintenance programs, support and advice; assets, training and guidance, other matters daily (Heavy)	Government Agencies,	As specific to the needs of the schools 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 • Experience supervising staff work plans • 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