



Maintenance officer

Hays • Melbourne CBD VIC



Base pay

\$34 - \$36 / hr



Work type

Temporary



Contract type

Not provided

Job details



Date posted

15 Apr 2022



Expiring date

15 Apr 2023



Category

Trades & Services



Occupation

Maintenance & Handypersons



Base pay

\$34 - \$36 /hr



Work type

Temporary



Job mode

Standard/Business Hours

Full job description

Seeking a maintenance officer within a school, based in the inner south east suburbs – permanent position!

Your new company

Our client is a Prestigious Private school, and they are seeking a reliable, and highly motivated general maintenance officer to be responsible for the entire facilities management, including the upkeep and maintenance of the college's two campus'. This temporary to permanent role is based in the inner South East Suburbs of Melbourne.

Your new role

You will be working independently to be responsible for the college grounds & buildings, provision of essential services & purchasing of ongoing disposables. See examples of duties below:

- Preventative and reactive maintenance at the school
- Basic carpentry repairs, patching and painting and plastering
- On behalf of the college, liaise with external Cleaners, Plumbers, Carpenters, Electricians, Technicians, Rubbish Removers.
- Ensure that relevant maintenance and cleaning supplies/stock are replenished regularly, and that the college has adequate ongoing stock (e.g., globes, toilet paper, printing paper, soap, sanitizers etc)
- Maintenance of classroom functionally, including lighting, fans, air conditioning, appliances, equipment
- Maintenance of rugs/carpets
- Safety and assembling of playground and associated equipment
- Setting up for and cleaning after all day/evening meetings or functions as well as classrooms

What you'll need to succeed

In order to be successful, you must be pro-active, take initiative independently and takes pride in what they do. You must be someone who has experience in a similar facilities maintenance position, ideally within a school or another large-scale environment.

You must also hold the below credentials:

- Relevant Trade Qualification (Desirable)
- Employee Working with Children's Check
- COVID Vaccination (3 doses)
- Drivers' licence

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV or contact Jamieson Stefanac on 0493 257 851 or jamieson.stefanac@hays.com.au

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