

Position Title	Facilities Maintenance Officer
Portfolio	Corporate Services
Division	Facilities
Department/Cost Centre	Facilities - 05200
Classification	PACCT Level 4
Position Number/s	101904
Reporting to	Manager - Facilities
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

Division Overview

The Facilities department services the diverse needs of South West TAFE by managing and maintaining South West TAFE buildings, plant and equipment, grounds and facilities used in the delivery of services to a diverse range of users in multiple locations. South West TAFE operates from Warrnambool, Hamilton, Portland, Colac and Glenormiston campuses as well as Sherwood Park.

The department provides efficient and effective services consistent with the guidelines of relevant and appropriate legislation and in a manner, which ensures South West TAFE complies with sustainable and environmentally sensitive practices. The department provides but is not limited to:

- Building, property, grounds and asset maintenance;
- Fleet management including an online fleet vehicle booking system;
- Supply distribution;
- Capital works delivery;
- Staff and campus security and physical access
- Essential Safety Measures Management (ESMs);
- Cleaning Management;
- Site Safety
- Contractor Management;
- Utilities Management;
- Waste Management;
- Emergency Management;
- Resource Management.
- Asset Utilisation

Position Overview (Your Opportunity)

The Facilities Maintenance Officer plays a key role in supporting the safe, functional and efficient operation of South West TAFE's facilities, with a primary focus on the Warrnambool campus and support across other campuses as required. Working as part of the Facilities team, the position contributes to creating safe, welcoming and well-maintained environments for students, staff and visitors.

This hands-on role is responsible for undertaking and coordinating a broad range of facilities and maintenance activities, including reactive and planned maintenance, asset inspections, campus presentation, contractor support, room and event set-ups, stock control and operational services. The position works closely with internal stakeholders and external service providers to ensure facilities are maintained to a high standard and effectively support teaching, learning and business operations.

The Facilities Maintenance Officer applies sound judgement to identify, assess and resolve maintenance and operational issues, contributes to continuous improvement initiatives, and supports compliance with safety, emergency management and organisational requirements. The role requires a proactive, customer-focused approach, strong problem-solving skills and the flexibility to respond to changing priorities in a dynamic environment where no two days are the same.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation. These accountabilities include but are not limited to:

Your Position

- Support the day-to-day operation, presentation and functionality of South West TAFE facilities, primarily at the Warrnambool campus.
- Respond to maintenance requests in a timely manner and utilise the WSM maintenance management system to track, monitor and provide updates on works undertaken.
- Undertake general maintenance activities, minor repairs and reactive maintenance works to ensure facilities remain safe, functional and fit for purpose.
- Undertake and coordinate room furniture and equipment set-ups to support teaching activities, meetings, events, graduation ceremonies and other Institute functions.
- Assist in the delivery and monitoring of Planned Preventative Maintenance (PPM) activities and report maintenance issues requiring further action.
- Monitor and support cleaning operations on the Warrnambool and Sherwood Park campuses, including conducting routine inspections and audits to maintain service standards.
- Conduct routine facility inspections, plant checks and hazard identification activities, ensuring issues are reported and addressed appropriately.
- Support emergency management activities, including emergency preparedness, drills and response activities.
- Manage the procurement, stock control and distribution of facilities-related consumables and resources, ensuring value for money and appropriate record keeping.
- Coordinate the collection, distribution and delivery of mail, goods and resources to support campus operations.
- Provide practical advice and assistance to staff regarding the use of facilities and the reporting of maintenance, safety and operational issues
- Contribute to continuous improvement initiatives that enhance facility operations, campus presentation, service delivery and the student experience.
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Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions

Position Description

- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Demonstrated significant experience in general building maintenance would be an advantage
- Ability to diagnose and solve problems autonomously and promoting effective and efficient processes and outcomes
- Proven strong verbal and written communication skills, well developed interpersonal skills including the ability to interact effectively and professionally with a diverse range of people
- Proven ability to work effectively and collaboratively as part of a team in the provision of appropriate support including the ability to use initiative and accept responsibility
- Demonstrated competence in the use of the Windows operating environment, including a sound operational knowledge of the MS Office products

Qualifications and Requirements

Mandatory requirements

- Forklift Licence (or willingness to obtain one)
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's Licence

Highly desirable requirements

- Certificate III in Asset Maintenance or significant industry experience
- Relevant trade qualification and certificates relating to the position ie: OHS, Chemical Handling
- Previous experience working within an educational setting in a similar role

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with Victorian TAFE PACCT Staff Agreement 2025
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Josh Webster	01/09/2026
Approved by	Department Executive Manager	Shannyn Martin	01/09/2026
P&C review	People & Culture	Jenny Hearn	02/09/2026
Agreed by	Employee		