

Position Title	Maintenance Officer - Facilities
Portfolio	Corporate Services
Division	Facilities
Department/Cost Centre	Facilities - 05200
Classification	Specialist Staff Level 4
Position Number/s	101904 102269
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.

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 Maintenance Officer works closely with the Manager and other staff within the Facilities department to service the diverse needs of the Institute. This position will be responsible for the provision of grounds and garden maintenance, furniture and equipment arrangements for specialised functions, meetings and events, purchasing of consumables, and oversees waste disposal, distribution of inbound and outbound mail, dispatch and distribution of inbound and outbound goods.

The role interacts on a daily basis with the contract cleaning staff and Institute staff at all levels of the organisation, and must develop and maintain effective working relationships with a broad range of both internal and external clients in the provision of services offered by the Facilities department.

The position also interacts on a daily basis with external suppliers of equipment and resources to ensure that facilities are maintained in a safe, clean, hygienic and attractive condition consistent with sustainable and environmentally sensitive practices and Workplace Health and Safety legislation and regulations.

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

- Respond to maintenance works requests, and provide updates regarding progress via the WSM maintenance software
- Action room setup requests (usually submitted via WSM maintenance software) typically associated with physical classroom and/or teaching space assets pertaining to meetings, events, awards nights, etc.
- Undertake regular grounds maintenance duties: lawn mowing, gardening, pruning, spraying etc. to create an aesthetically pleasant environment for students and staff.
- Coordinate the purchasing of relevant consumables for all campuses through the use of the Finance system and ensure all associated documentation is completed.
- Oversee all waste disposals at the Warrnambool Campus, including the implementation of recycling and cost saving processes consistent with the sustainable practices as endorsed by the Institute.
- Supervise cleaning activities on the Warrnambool and Sherwood Park campuses, including conducting weekly audits.
- Identify hazards and record and track through to resolution.
- Induct contractors to site, and operate with the permit to work system.
- Coordinate the daily collection and distribution of all inbound and outbound mail from Australia Post.
- Coordinate the dispatch and distribution of inward and outbound goods with appropriate departments.
- Assist the Facilities department team members with general maintenance activities at the Institute's campuses as required.
- Provide guidance to staff in the utilisation and maintenance of the Institute's facilities.

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
- 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 grounds and garden maintenance coupled with the practical knowledge of gardening equipment operation and maintenance. 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 experience in keeping accurate records to ensure compliance with the maintenance and use of gardening equipment and also the storage and handling of chemicals
- 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

- Certificate III in Asset Maintenance or significant industry experience
- Forklift Licence (or willingness to obtain one)
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's Licence

Highly desirable requirements

- Relevant trade qualification and certificates relating to the position ie: OHS, Chemical Handling, Grounds/Garden Maintenance
- 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 South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- 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		
Approved by	Department Executive Manager		
P&C review	People & Culture	General Review	16/06/2020
Agreed by	Incumbent		