



MANDURAH CATHOLIC COLLEGE

Mandurah Catholic College is a K-12 Catholic co-educational day school, with approximately 1650 students enrolled in 2017. Established in 1992, the College is located on a picturesque, 12-hectare bushland site situated two kilometres from the Mandurah town centre.

The Principal of Mandurah Catholic College invites applications from suitably qualified persons for the position of

PROPERTY MANAGER

**Full-time, ongoing, 1.0 FTE
Commencing as soon as practical**

This person will be experienced in working in a Property Manager position or equivalent in an educational setting. They will be well organised and prepared to work in leading the Mandurah Catholic College Maintenance team in consultation with the College's Business Manager. The successful applicant will be a committed member of our College.

All applications are required to have a Statement of Service and Working with Children check. Successful applicants will be experienced, dynamic and supportive of the Catholic ethos. Details of the College can be viewed at, www.mcc.wa.edu.au or by contacting the College on 9531 9507.

Resume, College application form and covering letter addressed to the Principal with the names and telephone numbers of three referees (one of whom should be your Parish Priest), should be submitted to:

Human Resources Officer
Mandurah Catholic College
PO Box 615
MANDURAH WA 6210

Fax: 9535 8558

E-mail: MCCHumanResources.mcc@cathednet.wa.edu.au

Applications close Monday, 18 September 2017



*“Our College is a learning community
seeking truth by living out the Gospel values through the Catholic faith and
by promoting the holistic and optimal development of each person”.*

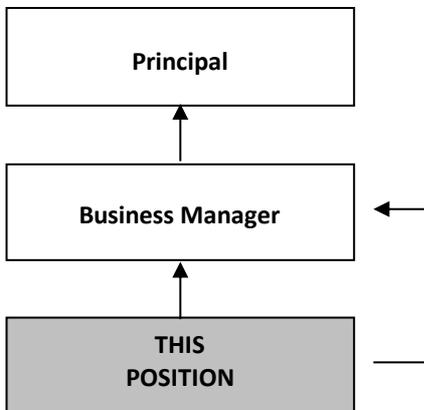
ROLE DESCRIPTION

1. POSITION IDENTIFICATION

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| SECTION : | Maintenance |
| POSITION : | PROPERTY MANAGER |

2. POSITION RELATIONSHIPS

Responsible to:



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| Key Working Relationships: <ul style="list-style-type: none"> • College Executive • Groundspersons • Middle Leaders • External Contractors • Suppliers • Cleaning Staff |
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3. PURPOSE OF THE POSITION:

The College Property Manager works full-time as the leader of the maintenance team and is responsible for all matters relating to the effective and efficient maintenance and development of the College grounds in consultation with the Principal and the College Business Manager.

The Property Manager assists in implementing the College philosophy and modeling and supporting the goals of the College Mission and Strategic Plan. It is an expectation that the Property Manager position will support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

4. CORE RESPONSIBILITIES:

- Working co-operatively with other staff and promoting the Catholic ethos of the College.
- Strategic planning for all College grounds development in consultation with the Principal and the Business Manager.
- Managing the implementation of planned maintenance programs and procedures in all areas of the College.
- Ensuring outside contractors/providers are only used when current College staff do not have the expertise required to complete the work.
- Co-ordination of grounds/maintenance/cleaning staff and co-ordination and supervision of subcontractors.
- Co-ordination of training and development of grounds/maintenance and cleaning staff.
- Co-ordination of Occupational Health and Safety (OH&S) issues.

- Maintaining performance management system of grounds/maintenance/cleaning staff.
- Completing and submitting to the Business Manager, relevant grounds and maintenance budgets.
- Co-ordinate OH&S.
- Maintaining the Property, Buildings and Grounds Budget and making recommendations on costing of existing and future works.
- Maintaining an inventory of grounds, cleaning and maintenance equipment, their use and managing stocks of grounds, cleaning and maintenance consumables.
- Maintaining the College's Asset Register in conjunction with the Business Manager.
- Maintaining equipment in good working order.
- Implementing equipment replacement program.
- Attending Maintenance Meetings and at each meeting providing a summary of completed work and outstanding work.
- Managing the security of College buildings and grounds including liaison with security providers.
- Providing electronic copies of all documentation connected with the role.
- Fulfilling other duties as directed by the Principal or Business Manager.

5. POSITION EXPERIENCE AND SKILLS REQUIREMENT PROFILE:

Essential:

- Be able to strategically plan and implement development, maintenance and grounds programs for the College.
- Be able to complete all maintenance needs as required.
- Sound planning and the ability to generate reports of a high standard.
- Ability to establish an integrated team environment and to provide leadership, role-modelling and be able to motivate people.
- Committed to ensuring the work and job time frames are met.
- Flexibility in working arrangements when required and to be available 'on call' at all times for maintenance and property related issues.
- Proficient understanding of the use of computers and other technology.
- Excellent interpersonal, verbal and written communication skills specifically consultation and negotiation.
- A proven ability to manage and prioritise a diverse workload.
- Expertise in Risk Mitigation.

Highly Desirable:

- Relevant experience in property supervision roles within organisations such as other Colleges, hotels, sporting clubs or farming operations.
- Leadership qualifications.
- Technical qualifications.
- A current 'C' class driver's licence.
- Have highly developed organisational and interpersonal skills.
- Possess ability to be a proactive and collaborative member of a team.
- Model and maintain the Catholic ethos and traditions of the College.
- A warm, welcoming and friendly disposition.
- Maintain a high standard of confidentiality.