



POSITION DESCRIPTION

POSITION: Facilities Officer **STATUS:** Term-time
REPORTS TO: The School Principal / Finance Manager **DATE:** October 2020
CLASSIFICATION: Services - Level 3 **SCHOOL/COLLEGE:** Mercy College Mackay
EMPLOYEE NAME:

Purpose of Position:

Under limited supervision of the Principal or Finance Manager provide support services to the school in the areas identified below:

Competency of Employee:

Competency at this level involves application of knowledge with depth in some areas and a broad range of skills
Fully competent and experienced in a technical sense and requires little guidance
Over time the employee will demonstrate a broad knowledge base.
There is a range of roles and tasks in a variety of contexts
There is some complexity in the extent and choice of actions required
As the employee gains experience they may be asked to identify, analyse and evaluate information from a variety of sources
Competencies are normally used within routine, methods and procedures
Some discretion and judgement are involved within time constraints
Good interpersonal and communication skills

Supervision of Employees' Work:

Works under limited supervision
Work may be checked in relation to overall progress
May take the form of broad guidance
May involve a level of autonomy when working in teams

Supervision of Others:

Operates with autonomy individually or within a work team. Over time the employee may be asked to lead or supervise a work team.
An employee may have limited responsibility for guidance of the work of others.
Team coordination may be required.

Qualifications and Experience:

Minimum of Queensland Heavy Vehicle Medium Rigid Licence
Current Positive Blue Card (working with children check)

