



CELEBRATING 40 YEARS OF CARING
MACKAY CHRISTIAN COLLEGE
 THY WILL BE DONE

Facilities Services Supervisor

Contact Us

✉ | mcc@mccmky.qld.edu.au
 🌐 | mcc.qld.edu.au

Join Our Team! >>>>



Commence on a wonderful adventure at Mackay Christian College (MCC). We are a dynamic, leading college with enrolments of approximately 900 students. MCC is a multi-denominational co-educational Christian college (Early Learning to Year 12) committed to providing a safe environment in which students can develop academically, spiritually and socially through quality curriculum, modern facilities and dedicated, caring staff.

As the Facilities Services Supervisor, you will support the Administration Manager with all aspects of facilities management including maintenance, cleaning and gardening services; building infrastructure; furniture and assets. The Facilities Services Supervisor reports to the Administration Manager, or nominated delegate.

Your role responsibilities include, though may not be restricted to:

- Liaising with external contractors
- Scheduling and managing maintenance activities
- Implementing and monitoring process and policy for the issue of security access codes to staff, hirers and community users
- Conducting inspections to ensure building and facilities comply with all security and safety requirements for all users
- Maintenance of buildings and grounds, and procurement of furniture and fittings
- Supporting capital works projects and arranging the coordination of minor works
- Management of Work Area Access Permits (WAAP) for all contractors on school grounds
- Overseeing facility hire activities including liaison with hirers and development of hire agreements for approval
- Cleaning operations including the review of cleaning areas and supervision of cleaning staff
- Prioritising and scheduling work commitments to meet agreed service standards
- Assisting in identifying and implementing process improvement opportunities
- Identifying maintenance requirements in accordance with Maintenance Assessment Report and school needs
- Assisting the Administration Manager with the day-to-day supervision and management of maintenance, grounds and cleaning staff by providing support, sharing learning and demonstrating personal integrity
- Providing support for the operations within the school, including maintaining stock control, cost analysis and liaison with suppliers

- Providing administrative support that contributes to the effective operational requirements of the school as directed
- Establishing networks and liaising with other Administration Managers, departmental officers and community representatives to ensure the provision of corporate services meets agreed service standards, legislative, policy and procedural requirements

Other responsibilities (as required):

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by your supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the Working with Children (Risk Management and Screening) Act 2000 a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies:

- Leads strategically through thinking critically and acting on the broader purpose of the system
- Stimulates ideas and innovation by gathering insights and embracing new ideas and innovation to inform future practice
- Embraces and leads change with focus and optimism in an environment of complexity and ambiguity
- Makes insightful, considered, ethical and courageous decisions based on insight into the broader context
- Develops talent by strengthening and mobilising the unique talents and capabilities of the workforce
- Builds and sustains enduring relationships to enable the collaborative delivery of customer focused outcomes
- Inspires others by driving clarity, engagement and a sense of purpose
- Drives accountability and outcomes for the execution and quality of results through professionalism, persistence and transparency
- Fosters healthy and inclusive workplaces where health, safety and wellbeing are promoted and prioritised
- Pursues continuous growth opportunities through agile learning and development of self-awareness
- Demonstrates sound governance and maintains a high standard of practice through governance and risk management

An online Non-Teaching Application form must accompany your CV. This form is available from our website: <https://mcc.qld.edu.au/careers/>

***Do not use the SEEK application process*

MCC is committed to helping every student become all God wants them to be. The college has clearly established values that inform its day-to-day operations.

Please include Facility Services Supervisor as your email subject line and send to:

Principal's Assistant

mcc@mccmky.qld.edu.au