



Position Description

Position Details

TITLE: Property Manager

Nº OF STAFF REPORTING TO THIS POSITION: 9

REPORTS TO: Business Manager/Principal

NAME OF INCUMBENT: T.B.A.

PRINCIPAL OBJECTIVE OF POSITION:

In a couple of sentences, describe the main objective/focus of the role.

The Property Manager is responsible for managing all Grounds & Maintenance Staff in order to maintain and develop the Facilities and services of the school to support the educational programme offered by the school.

NB: School facilities include campuses located at Williamstown and Truganina.

The Property Manager is responsible for Contractor and Consultant management, management of budgeting and timeline requirements and ensuring that major/minor Capital works are delivered according to the project/contract briefs or specifications.

Signed:	
<i>Employee</i>	<i>Date</i>
Signed:	
<i>Business Manager</i>	<i>Date</i>

Responsibilities

Task	Level of Responsibility (Shared or sole responsibility)
<p>Key, High level requirements of the role:-</p> <ul style="list-style-type: none"> • Strong knowledge of contractual requirements, compliance and reporting (both financial and operational). • Management of a range of large/small Capital Projects from inception to completion, on time and in line with budgets. • Management of refurbishment works. • Contractor and Consultant management. • Preparation and compilation of scope of works and tenders and subsequent management of these for items such as cleaning contract; security contract and numerous service contracts. • Management of a wide range of building/grounds activities in keeping with industry standards, statutory requirements and School Policy. <p>The following items are some specific requirements, relating to the above, but are not exhaustive.</p> <p><u>Communicating & Reporting</u></p> <ul style="list-style-type: none"> • Constant and regular communication to staff on status of minor/major projects, particularly where they may impact School operations. • Fortnightly attendance at Executive meetings to provide updates on Property matters relating to School operations. • Written reports to the School Building & Grounds Committee and attendance at meetings of this Committee. • Attendance as required at School Council meetings or Strategic Planning days to provide reports to Council. <p><u>Contract Cleaning</u></p> <ul style="list-style-type: none"> • Maintain the cleaning specification (review and modify as circumstances require). • Assist the Business Manager in the tendering and negotiation of the school cleaning contract. • Monitor the performance of the school contract cleaners. <p><u>Contract Painting</u></p> <ul style="list-style-type: none"> • Maintain the painting specification (review and modify as circumstances require). • Assist the Business Manager in the tendering and negotiation of the school painting contract. • Monitor the performance of the school contract painters. • Negotiate the schedule for painting. 	<p>All of these tasks will require some sole responsibility; some shared responsibility with the Business Manager and some delegation of tasks to the Maintenance and Grounds Supervisor to achieve the desired outcomes.</p>

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<p><u>Small Capital Projects</u></p> <ul style="list-style-type: none"> • Project Management of smaller capital works. • Liaise with and manage any Professional persons involved in minor capital works. <p><u>Large Projects</u></p> <ul style="list-style-type: none"> • Assist in planning of large scale Capital Works projects. • Attend all site meetings along with Business Manager. • Provide input, recommendations to Architect and/or Superintendent of Projects as required on any matters that impact on the Project (e.g. variations to contract). • Be the contact between the Project manager and the School for reporting to School Management on the large Capital Projects. <p><u>Grounds</u></p> <p>Manage the Grounds Supervisor to ensure:-</p> <ul style="list-style-type: none"> • Maintain & develop grounds, garden beds, ovals etc, in line with Landscape Master Plan. • Schedule/Planning of works of staff in line with seasonal requirements; school term v school holiday requirements etc. <p><u>Security</u></p> <ul style="list-style-type: none"> • Maintain the security specification (review and modify as circumstances require). • Assist the Business Manager in the tendering and negotiation of the school security contract. • Monitor the performance of the school security contractors. • Handle insurance claims arising. • Organise extra patrols as required. <p><u>Documentation</u></p> <ul style="list-style-type: none"> • Maintain complete and up-to-date drawings of all built structures within the school grounds (digitally). • Maintain complete and up-to-date drawings of all services (electricity, water, etc) within the school grounds (digitally). • Ensure ESIS records & schedules are accurate and followed. • Organise the keys & locking of all secure areas including the issuing of keys to staff and maintenance of a “keys issued” register. <p><u>School Vehicles</u></p> <p>Perform the function of School Transport Manager: (NB: This requires formal qualifications acceptable to Vicroads and is subject to a biennial audit process).</p> <p>The School will arrange any appropriate training as required.</p> <p><u>School owned buses</u></p> <ul style="list-style-type: none"> • Maintain a register of authorised drivers. • Keep a file of licence details of all authorised drivers. • Maintain all bus inspection records. 	

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<ul style="list-style-type: none"> • Organise servicing. • Etag requirements. • Insurance requirements. <p><u>Other School Vehicles</u></p> <ul style="list-style-type: none"> • Maintain mileage and expenditure records for FBT and other purposes. • Organise insurance and registration. • Organise servicing. • E-tag requirements • Insurance requirements • Petrol cards <p><u>Miscellaneous Duties</u></p> <ul style="list-style-type: none"> • Maintain service records of all Grounds & Maintenance employees. • Maintain all documentation about occupancy certificates, storage of hazardous materials etc, as required by the VQRA. • Maintain MSDS records for all of the School's hazardous materials. <p><u>Essential Services</u></p> <ul style="list-style-type: none"> • Manage contract for all Essential Services needs. <p><u>Budget</u></p> <ul style="list-style-type: none"> • Manage and control expenditure relating to Grounds & Maintenance requirements of the school. 	

Relationships

This position will build relationships with the following:

Internal: All staff

External: Suppliers; Sub-Contractors; Architects; any relevant statutory bodies and authorities.

Skills and Qualifications

KEY SKILLS/COMPETENCIES

(List all skills (including qualifications) that are a minimum requirement for proficiency in this role.

- O.H. & S Skills & qualifications
- Tertiary or other formal qualifications would be preferred. This could include Building Construction, Property Management, Project Management, Facilities Management or similar.
- Commitment to workplace safety, quality, punctuality, reliability, respect of others and to work as part of an efficient professional team.
- Proven high level analytical, technical, problem-solving and solution-generation skills/capabilities combined with a flexible approach.
- Outstanding communication, presentation and negotiation skills with an ability to explain project information to a non-expert audience.

- Strong team leadership with the ability to lead, mentor and provide guidance to staff.
- Drive to succeed and to achieve deadlines; and the ability to work under pressure.
- Exceptional communication skills.
- Proven experience in planning, writing, compiling and preparation of proposals, tenders, and a thorough understanding of Contract Management.
- Be highly organised and proactive.
- Strong research capability with initiative to “think outside the square” in sourcing information.
- I.T. Literate – Proficient in MS Word, Excel, and ideally Microsoft Project.

PERSONAL ATTRIBUTES

(List any personal characteristics that would be of benefit in the performance of this role).

- Reliable
- Flexible
- Confident (not arrogant)
- Understanding of people’s needs.
- Personable with excellent communication skills.

Position Impact

WHAT RESOURCES DOES THIS POSITION CONTROL OR INFLUENCE?

(ie. employee numbers, staff salaries budget, departmental budget, operating or capital expenditure budget, revenue, assets. Please name & quantify.)

- Can impact on staffing levels.
- Must manage and control expenditure in line with budgeting requirements.