

Corpus Christi College, Carlton
VACANT POSITION – Maintenance Officer
Casual role – 10 hours per week
Offering flexible work options 2 days x 5 hours (Negotiable)

Corpus Christi College is the regional seminary of the Catholic Church dioceses in Victoria and Tasmania. It is residential college, accommodating up to 60 students and trains men for the priesthood for the Archdioceses of Melbourne and Hobart and the dioceses of Ballarat, Sandhurst and Sale.

About the role

We are looking for a reliable Maintenance Officer with a broad range of practical skills to undertake overall general maintenance, repairs, and upkeep of all areas of Corpus Christi College located in Carlton, including the grounds, buildings, and plant and equipment to ensure they are well maintained, well presented and physically secure at all times.

This role will require you to be “hands on” and when necessary liaise with external contractors to undertake certain maintenance activities to ensure services are delivered efficiently and effectively.

Key duties include but are not limited to

- Carrying out preventative and general corrective maintenance work within the College buildings and grounds
- Maintain the presentation of the College buildings and grounds to a high standard
- Perform small carpentry, plastering, gardening and painting jobs
- Moving of furniture/equipment on occasion - requiring some heavy lifting
- Liaise with visiting trade technicians and the College’s Facilities Management Contractors
- Perform general maintenance duties as directed.

Experience, skills, and qualifications needed

- A trade qualification in either carpentry, plumbing, painting etc is desirable
- Proven experience in a property maintenance role, with the skills to safely operate power tools, gardening equipment and basic “tools of the trade”.

About you - to be successful in this role

- Be self-motivated and responsible
- The ability to multi-task, organised to produce quality results effectively & efficiently
- Work with safety in mind at all times
- Excellent interpersonal skills both verbal & written, with the ability to communicate in a friendly & professional manner,
- A practical common-sense approach to problem solving and troubleshooting
- A team player with the ability to work independently and unsupervised
- Be physically capable of moving and lifting equipment.

Conditions of employment

- All applicants must have the right to work in Australia.
- Hours of work are flexible, and will be within business hours, Monday to Friday.
- Applicant must have a current Australian Driver’s Licence & private vehicle.
- Working with Children’s Check and Police check is required.

How to apply

Applications are to be sent to recruitment@cam.org.au by **Friday 14 April 2023**.
Please submit a cover letter addressing the key duties along with a current resume.

For further information please direct all enquiries to ccc@cam.org.au

The Archdiocese is committed to the safety, wellbeing and dignity of all children and vulnerable adults.