

# Role Description



Diocese of Toowoomba  
Catholic Schools

## Position details

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|--------------------------|--|
| <b>Title</b>             | Facilities Maintenance Planner                                     |
| <b>Employment status</b> | Permanent, Full time   |
| <b>Classification</b>    | TCSO Level 8   |
| <b>Agreement</b>         | Toowoomba Catholic Schools Office Enterprise Agreement 2024 – 2027 |
| <b>Reports to</b>        | Manager: Facilities Development                                    |

## About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

## About the role

The Facilities Maintenance Planner contributes to the overall mission of the Diocese of Toowoomba Catholic Schools (TCS) through the provision of advice and completion of condition audits for asset maintenance for all schools and housing accommodation. The position is responsible for the development and provision of oversight for costed scheduled maintenance programs and delegated major maintenance and capital projects for TCS.

## Key duties and responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below.

1. Lead the completion of asset maintenance condition audits for all buildings and facilities at Toowoomba Catholic Schools Office (TCSO), all schools and for housing accommodation
2. Develop costed, scheduled and planned maintenance programs in conjunction with Principals and leadership teams and provide advice to key stakeholders with regards to schools and for housing accommodation
3. Develop and administer Service Maintenance contracts for the procurement of goods and services used in the completion of the delivery of planned maintenance programs
4. Support project management for capital improvement projects and other identified priorities and initiatives

*We value*



Dignity



Potential



Life

## About you

To achieve in this role, you will be required to demonstrate the following.

### Eligibility criteria

#### Essential

- completion of an apprenticeship in a building trade in either carpentry, plumbing, electrical/mechanical (air conditioning) or painting or a minimum of five (5) years' experience in a similar role
- current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000
- a current class C driver licence and the willingness to travel, as required

#### Desirable

- relevant tertiary qualification in facilities management, engineering, asset and/or project or construction management or a related field
- demonstrated experience working with Asset Maintenance Management or Facility Management Software Systems

### Key success criteria

- demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- relevant qualification in or a minimum of 5 years' experience in similar role
- demonstrated experience in effective asset management
- developed and implemented a planned maintenance program
- administered and overseen service maintenance contracts
- provided professional advice in project management and sustainability initiatives
- strong collaboration and communication skills

### Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.

*We value*

