



# General Hand

## JOB DESCRIPTION

**Reports to:** Facilities Manager

**Department:** Facilities

**Facilities Scale:** 3

### Position Summary

The Facilities General Hand plays a vital role within the Facilities Department, supporting the maintenance, upkeep, and presentation of the College's buildings, grounds, and infrastructure. This hands-on role involves assisting tradespeople, performing routine maintenance tasks, and ensuring that the campus remains safe, clean, and well-maintained.

This is a physically demanding, outdoor role requiring frequent manual labour, operation of powered equipment and vehicles, and mobility across the College's extensive campus. The position requires the capacity to work in all weather conditions and carry out tasks involving lifting, bending, kneeling, and repetitive movement.

### Essential Criteria

#### Education and training

- Sound knowledge of general building maintenance practices and procedures
- Current First aid certificate (or willingness to obtain – in-house training provided)

#### Core competencies (knowledge, skills, and experience)

##### *Technical*

- Demonstrated experience in a similar facilities, maintenance, or trade support role
- Competence in a range of maintenance skills
- Current manual driving licence, clean of any misdemeanors
- Basic mobile and computer operating skills along with experience using MS Outlook

##### *Human relations*

- Ability to work independently and collaboratively within a team environment
- Strong communication skills and a professional approach when interacting with key stakeholders
- Effective time management and resource allocation skills
- Strong problem-solving skills and proven ability to display initiative
- Demonstrated reliability, strong work ethic, and physical fitness suitable to the demands of the role

### **Additional requirements and values**

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guideline
- Recognising that Scotch College is a Child Safe Organisation, upholding the College community's commitment to a shared culture of child safety

### **Desirable**

- Experience working in a school or similar environment
- Familiarity with preventative maintenance practices and planning

## **Core Responsibilities and Tasks**

### **Trade Assistance**

- Perform routine and reactive maintenance tasks including basic plumbing, carpentry, painting, and electrical fittings
- Assist College tradespeople and external contractors with on-site jobs
- Support timely and effective responses to maintenance requests via the web help desk system
- Contribute to the general upkeep of College buildings and assets

### **General Maintenance**

- Collect and deliver maintenance supplies and equipment from suppliers
- Deliver parcels and packages to various departments on the campus
- Support waste management including the movement and disposal of rubbish bins
- Conduct general outdoor cleaning, including blowing down pathways and tidying outdoor areas
- Drive and operate school vehicles as required

### **Operations and Event Support**

- Operate school vehicles and machines as required
- Assist with moving and setting up furniture, equipment, and materials across campus
- Provide logistical support for College events (e.g., setting up marquees, trestles, BBQs, and more)
- Support event bump in and bump out, including setup and pack-down before and after functions
- Assist with Facilities duties as required
- Other duties as directed by the Facilities Manager or Head of Facilities

---

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 30/06/2025