



Port Vila International School

POSITION DESCRIPTION

PROPERTY AND MAINTENANCE SUPERVISOR

Reports to: Finance and Operations Manager

Position Overview

The primary purpose of this role is to ensure that school grounds and facilities are maintained in a neat, tidy, safe and hygienic manner. They will be responsible for organising, identifying and managing the repairs and maintenance of the property. They will lead a small team of property staff that will assist with the maintenance of the property and grounds. The role includes ground beautification, general school maintenance tasks, larger maintenance projects, gutter maintenance, general cleaning tasks and general assistance with manual tasks around the school. The role also requires work with Teachers, Cleaners, and the School Administration (e.g. Principal, Deputy Principal). The Property and Maintenance Supervisor may at times also be required to interact with students, parents and visitors informally.

Key Responsibilities for Property and Maintenance Supervisor:

- Oversee all repairs and maintenance, ensuring the work is completed safely on a timely basis.
- Prepare weekly maintenance schedules and allocate workloads to maintenance/property staff
- Conduct follow-ups on all maintenance and repair work.
- Preparation of budgets for maintenance work and obtaining quotes for significant works.
- Inspect the whole property regularly to identify problems and necessary maintenance and ensure all maintenance issues are recorded. This will include:
 - Buildings
 - Gardens
 - Furniture
- Conduct safety inspections as scheduled.
- Comply with all health and safety regulations and practices on site.
- Supervise and train property/maintenance staff, encouraging them to work as a team.
- Maintain all spares inventory and tools and ensure proper secure storage and tracking
- Identify preventative maintenance work.
- Establish strategies to maintain the property on a long term basis, especially identifying efficiencies.

Maintenance tasks (relevant to all maintenance/property staff)

- Carry out repairs and maintenance tasks on a range of equipment, furniture, buildings and facilities.
- Proactively identify maintenance and repair tasks needed and carry out the necessary maintenance or report for action by others.
- Carry out checks and inspections as necessary to ensure equipment is safe, reliable and well maintained.
- Remove (where possible) and report any safety hazards.

- Loading, setup and packing up for large school events and moving large items on campus e.g. sports carnivals, graduations

Grounds

- Mowing, minor pruning/cutting, weeding, and similar garden functions.
- Carry out a range of cleaning tasks including the clearing of cobwebs, gutters, drains, pressure cleaning paths, sweeping as well as collecting and removing litter.
- Ensure the proper and safe use and storage of all materials, chemicals, consumables and gardening equipment.
- Any other duties as directed by the Principal or their delegate

Maintenance Supervisor Skills, Abilities and Aptitude:

Skills

- General handy-person and carpentry skills. Trade qualification/certificate desirable
- Demonstrated safe manual handling skills and ensuring that the safety of self and others is a
- Sound oral communication and interpersonal skills that enable positive working relationships.
- An eye for detail and high expectations and standards in regard to quality and cleanliness.
- Intermediate level capabilities in the use of information technology including email and Microsoft Office.

Ability to

- Use general power tools, ride-on lawnmower, leaf blower etc., in a safe manner.
- Manage a variety of tasks simultaneously and work under pressure.
- Be reliable, punctual and flexible.
- Demonstrate initiative in undertaking various tasks.
- Relate to children in a friendly and empathetic manner.
- Maintain confidentiality.

Aptitude and Attitude

- Have an interest in supporting others and providing exceptional levels of service.
- Have a natural affinity with people and develop successful relationships.
- A personal commitment to the Schools Vision, Mission and Values underpinning the

Child Protection Awareness

Port Vila International School assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. In particular, PVIS is committed to Child Protection and

protective practices. This includes the responsibility of the school's employees for Child Protection. The PVIS Child Protection Policy is available on the [All Staff SharePoint](#).

Work Health & Safety Requirements

As a *Worker*, while at work, you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.