



# Property Manager

## Job Description

### **Mission Statement of Liston College**

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

As the Property Manager, you are an important member of the Liston College community. You will, along with all Liston College staff, collectively ensure that the school operates effectively and maintains a positive public image.

The Property Manager is responsible for ensuring that the security requirements of the school are met and the management of plant, buildings, fittings and ancillary services and that they are well maintained. They will liaise with service providers, and cover for the grounds man, when he is on leave.

A sound knowledge of Health and Safety requirements and sound financial management skills are also required.

### **Salary Range: \$47,000 - \$52,000**

The remuneration package offered is inclusive of, and incorporates all allowances provided under the *School Caretakers' and Canteen Staff Collective Agreement*

### **Responsible to: The Deputy Principal**

**Hours of Work: 40 hours / week (8.00am – 5.00pm)**

Key Tasks	Performance Indicator
1. Support the Special Character of the College	<ul style="list-style-type: none"> <li>Support the Special Character of the college as outlined in the Mission Statement.</li> </ul>
2. Security and Emergency services	<ul style="list-style-type: none"> <li>To ensure the safe and secure condition of all buildings and the grounds during evenings, weekends and holidays.</li> <li>Lock and secure (alarm) the school at the end of each day</li> <li>Maintain a register of key allocations               <ul style="list-style-type: none"> <li>Arrange the cutting and appropriate distribution of keys to staff members / coaches</li> </ul> </li> <li>Ensure locks and latches are in good repair at all times</li> <li>Manage the alarm and security camera systems               <ul style="list-style-type: none"> <li>Manage / allocate alarm codes</li> <li>Provide information to Police / Director of Pastoral Care / Deans as and where necessary</li> </ul> </li> <li>Attend to security issues / liaise with the Security Company as and where necessary</li> <li>Keep a record of callouts from the Security Company.               <ul style="list-style-type: none"> <li>Act upon as and where necessary</li> </ul> </li> <li>Arrange to secure the school premises after events (such as but not limited to: Gala, Open Evening, Parent Teacher Interviews, Prize Giving, Concerts, PTFA events etc)</li> <li>Check emergency services regularly to ensure that they comply with current standards including fire hydrants, extinguishers, hoses, emergency lighting and exits.</li> <li>Ensure regular maintenance of the lift to ensure it continues to meet the requirements of the Building Act</li> </ul>
3. Management of Plant and Equipment	<ul style="list-style-type: none"> <li>Ensure that the school vehicles and trailers are kept operational:               <ul style="list-style-type: none"> <li>serviced, warranted / RUC, clean and fit for purpose</li> </ul> </li> <li>Supervise the vehicle booking system</li> <li>Monitor school vehicles and trailers for damage               <ul style="list-style-type: none"> <li>Organise repairs as and where necessary</li> <li>Manage insurance repairs</li> </ul> </li> <li>Pass information concerning vehicles / Machinery to the Deputy Principal on a regular and timely basis</li> <li>Maintain machinery in good working order               <ul style="list-style-type: none"> <li>serviced, clean and fit for purpose</li> <li>maintain warranty / test certification / manufacturer's maintenance and inspection requirements</li> <li>safe to use (meet Health and Safety regulations)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ keeping logbooks up to date</li> <li>● Purchase fuel and oil for machinery <ul style="list-style-type: none"> <li>○ Oversee fuel tax rebate scheme</li> </ul> </li> <li>● Report any damage or repairs to the Deputy Principal</li> <li>● Obtain quotes when requested / purchase replacement machinery in consultation with the Deputy Principal.</li> </ul>
<b>4. Management of Buildings and Furniture</b>	<ul style="list-style-type: none"> <li>● Maintaining all building interiors, exteriors and covered walkways. <ul style="list-style-type: none"> <li>○ Oversee any major maintenance works in the school</li> <li>○ Carry out daily / general repair and maintenance tasks where the work is not required to be undertaken by a registered or qualified trades person.</li> <li>○ Appropriate building, painting and redecoration is carried out as and where necessary</li> <li>○ Ensuring that a seasonal maintenance programme is in place, such as clearing spouting / drains, clearing sumps, water blasting etc.</li> <li>○ Be aware of work requiring specialised tradespersons and organise as and when required</li> </ul> </li> <li>● Maintaining and repairing furniture, furnishings, fixtures, fittings and equipment and arranging for replacement as and where necessary</li> <li>● Maintain Building Warrant of Fitness. <ul style="list-style-type: none"> <li>○ Liaise with various entities who perform annual WOF checks and issue of compliance certificates.</li> </ul> </li> <li>● Maintain Building Services manual and be responsible for adherence to all compliance requirements.</li> <li>● Organise the marking of hard areas when necessary</li> <li>● Ensure that the classroom heating systems are operating effectively and safely</li> <li>● Complete 6 monthly Asbestos survey</li> <li>● Ensure the timely disposal of rubbish from the school site</li> <li>● Ensures that school participates in environmental programmes (as and where feasible) <ul style="list-style-type: none"> <li>○ Paper reclaim</li> <li>○ Assists with the Student garden</li> </ul> </li> <li>● Attend to vandalism, stolen property and make Police Reports.</li> <li>● Ensure breakages are repaired in a timely fashion</li> <li>● Repair exterior fencing</li> <li>● Monitor toilets and sewage networks <ul style="list-style-type: none"> <li>○ Clean up messes</li> </ul> </li> <li>● Attend to pest control as and where necessary</li> <li>● Monitor graffiti and remove or arrange for its removal as and where necessary</li> </ul>

	<ul style="list-style-type: none"> <li>• Establish a system of regular maintenance checks / survey of all internal spaces, exterior and roof areas to assess requirements for maintenance and repair.</li> <li>• Report any damage or repairs to the Deputy Principal.</li> </ul>
<b>5. Plumbing and Electrical</b>	<ul style="list-style-type: none"> <li>• Ensure the sound maintenance of electrical supply, plumbing and drainage services to and within the school and arrange repairs as and when required</li> <li>• Ensure that all night / security lighting is working</li> <li>• Ensure that the lift in good working order and has a current certification</li> <li>• Liaise with trades people as and where necessary</li> </ul>
<b>6. Field Maintenance</b>	<ul style="list-style-type: none"> <li>• Liaises with the grounds man and turf specialist as and where necessary to assist with: <ul style="list-style-type: none"> <li>○ field maintenance programme for the sports fields and cricket pitch</li> <li>○ the preparation of sports fields / cricket pitch for various codes</li> <li>○ ensuring the availability of playing fields</li> </ul> </li> </ul>
<b>7. Health and safety</b>	<ul style="list-style-type: none"> <li>• Maintain Health and Safety Hazard Identification and Control Register, in conjunction with the Deputy Principal</li> <li>• Ensure that appliance testing of all electrical equipment in the school, to comply with the Health and Safety in Employment Act and Regulations for the Board of Trustees, withdrawing those items that do not meet the standard.</li> <li>• Maintain a register of Electrical testing.</li> <li>• Ensure that dangerous goods are stored safely according to best practice</li> <li>• Maintain a Health and Safety induction programme for all contractors visiting the site, including maintaining a site visit register</li> </ul>
<b>8. Cleaners</b>	<ul style="list-style-type: none"> <li>• Maintain oversight of the quality of day to day cleaning.</li> <li>• Meet with the head cleaner on a regular basis to ensure appropriate standards of cleaning are being met.</li> <li>• Survey cleaning on a regular basis to determine that standards are being met.</li> </ul>
<b>9. Financial Management</b>	<ul style="list-style-type: none"> <li>• Liaise with the Deputy Principal regarding the management of the property and grounds budgets</li> <li>• Ensuring all orders are through order book</li> <li>• Check and verify all invoices for Repairs and Maintenance and Ground.</li> <li>• Obtain quotes / prices as and when required.</li> <li>• Maintain inventories and asset registers of equipment.</li> </ul>

	<ul style="list-style-type: none"> <li>• In conjunction with the Deputy Principal, review contracts with suppliers in regards to quality and cost and report where changes should be sought</li> </ul>
<b>10. Liaising</b>	<ul style="list-style-type: none"> <li>• Arrange and co-ordinate work / repairs undertaken by external contractors (such as carpentry, plumbing, electrical, gas, glasswork, fieldwork etc) ensuring they are aware of safety requirements.</li> <li>• Inspect completed work.</li> <li>• Liaise with external contractors working onsite, on behalf of the Proprietor.</li> </ul>
<b>11. Reporting</b>	<ul style="list-style-type: none"> <li>• Report to Deputy Principal on a weekly basis, on activities planned and completed and notifying any significant events and issues.</li> <li>• Report any damage / extra ordinary incidents to the DP as soon as practicable</li> <li>• Attend Property Committee meeting of the Board of Trustees</li> </ul>
<b>12. Professional Development</b>	<ul style="list-style-type: none"> <li>• Undertake Professional Development when required and available</li> <li>• Participate constructively in Performance Management</li> </ul>
<b>13. Emergency Management</b>	<ul style="list-style-type: none"> <li>• Respond to on site emergencies promptly. Situations that would constitute an emergency include, but not limited to: burglary, fire, burst water mains, sewage overflow, flood, natural disaster, serious health and safety threat to personnel and property etc.</li> <li>• As and where necessary, a claim for call back hours would need to be made to the Director of Human Resources.</li> </ul>
<b>14. General</b>	<ul style="list-style-type: none"> <li>• Assist with the delivery and distribution of equipment and materials to the college as and where necessary</li> <li>• Assist with school events eg. Gala, Sausage Sizzles, Uniform Sales Days etc.</li> <li>• Be aware of current legislation pertaining to the role of Property Manager and Health and Safety</li> <li>• Complete additional duties as directed by the Principal and / or the Deputy Principal.</li> <li>• To be accessible by phone at all times (within reason)</li> </ul>

