

Position Title:	Maintenance & Operations Manager
Employment Status:	Part Time (Fixed term 14-month contract)
Probationary Period:	Six (6) months
Date Updated:	July 2025
Incumbent:	
Date Appointed:	
Terms of Employment:	As per letter of appointment
Hours of Work:	TBD
Reports to:	Head of College & CEO
Other Key Relationships:	<p>Internal: Maintenance Officer (MO), Business Manager, Deputy Head of College, Director of Hospitality, Accountant, Accommodation Manager, Registrar, Duty Officer, College Secretary and other staff as required.</p> <p><u>External:</u> Contractors, Suppliers, Consultants & advisors, all UQ colleges, and College stakeholders.</p>
Direct Reports:	Maintenance officers (2), groundskeeper, IT assistant, residential casual staff
Delegated Authorities:	As per Approved Delegations of Authority Schedule
Reference Documents:	<ul style="list-style-type: none"> • Organisation Overview, Vision and Mission • Organisation Structure • Approved Delegations of Authority Schedule • Letter of Appointment

Purpose of Role

The role of Maintenance & Operations Manager is to:

- Manage the Colleges' maintenance, security and operations of facilities, buildings, and grounds
- Manage, supervise, and co-ordinate direct reports and external parties. Provide direction to these parties and co-ordinate works to ensure the up-keep and daily running of the college
- Manage ICT function, including the transition to UQ Wi-Fi in 2025/26
- Oversee & manage capital works programs
- Co-ordinate the use of college facilities by external parties during and after college-hours
- Assist with operational requirements of the College as directed

Key Responsibilities

1. Maintenance, Grounds and Facilities

- Identify and promptly repair or replace college property requiring maintenance
- Collaborate with the CEO to ensure college improvements and other works align with the renovation priorities
- Oversee and coordinate the removal of waste, trade waste, litter, and recycling
- Manage building work and maintenance across college property
- Manage operational requirements of annual student arrivals and departures, as well as out of semester guests and groups
- Ensure compliance with regulations regarding chemical storage and other hazardous items
- Liaise with the external fire safety supplier to maintain college compliance and associated requirements
- Schedule and oversee cyclical preventative maintenance for kitchen equipment, fire safety, air conditioning, security cameras, pest control, and other facilities, engaging external contractors as needed.
- Manage the procurement and distribution of goods, furniture and other equipment across the College
- Purchase maintenance materials, furnishing, and capital items at the best available price while adhering to budgetary constraints
- Supervise the maintenance of grounds, hedges, and garden beds, in accordance with landscape plans
- Collaborate with colleagues to plan scheduled works in alignment with seasonal requirements and university calendars, minimising disruptions during term times

2. Use of College Assets

- Collaborate with the Accommodations Manager (AM) and Director of Hospitality (DoH) to facilitate the bookings and coordinate the use of college assets by external parties
- Coordinate with relevant teams to prepare and set up college events and functions, such as Family Day, Open Day, formal dinners, and other occasions
- Assist with the coordination and set up of administrative rooms for staff transitions, events, and other needs
- Meet with clients outside of semester periods and after hours, as require, to provide facility access and ensure buildings are secured after use

3. Health and Safety

Provide a secure and safe environment for the college community by leading workplace health and safety initiatives:

- Chair the WHS Committee to ensure the College meets all safety obligations, including:
 - Managing health and safety matters and maintaining accurate records
 - Identifying and reporting hazards and WHS risks
 - Immediately notifying the College of any incidents that has occurred on college grounds or any immediate or imminent risks to health and safety
- Manage WHS meetings and actively promote WHS awareness and compliance among staff and contractors,
- Develop and maintain safe operating procedures for all equipment, buildings, and vehicles
- Oversee the annual testing and tagging of electrical items
- Ensure all equipment and machinery are used, maintained, and stored safely

4. Other Duties

This includes duties that are deemed within the purpose and scope of the role:

- Manage ICT systems and maintain the relationship with third-party IT service provider
- Develop and efficiently administer policies for contracted supplies, monitoring quality and timeliness of service delivery
- Oversee project-related contracts and regularly review the processes for selecting service providers
- Collaborate with the Business Manager to oversee and control expenditure related to grounds, facilities, and maintenance
- Maintain accurate service records, including all required statutory documents and certifications
- Liaise with all key stakeholders involved in both minor and major capital works
- Lead the implementation of the College online maintenance reporting platform (2025/26)
- Provide input and recommendations to consultants on college projects and capital works
- Attend site meetings as required
- Participate in staff meetings, including all Support Managers meetings, as needed.
- Other ad-hoc duties as directed by the Head of College and/or Deputy Head of College

Competencies & Skills

Required

- Demonstrated experience in a similar role, ideally within the accommodation sector
- Demonstrated ability to lead a diverse support services team facilitating the successful delivery of the College's core purpose
- Good working knowledge and experience of Work Health and Safety standards
- Current Blue Card or willingness to obtain prior to commencing work at the college, reimbursed by college upon commencement
- Good understanding of Risk Management in a maintenance environment
- Excellent work ethic and a positive 'can do' attitude.
- Excellent organisational (pro-active) and communication skills
- Experienced in using computer based software packages
- Strong customer focus and the desire to provide a high level of service

Desirable

- Previous experience working in a university, residential college or school environment.
- Certificate IV in Work Health and Safety from a registered training organisation.

Acknowledgement & Acceptance:

I have read, fully understand and accept St Leo's College requirements of this role as outlined in this Position Description.

Signature

Date

Name (Print)