



LAIDLEY STATE HIGH SCHOOL

T: (07) 5466 8922

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E: [admin@laidleyshs.eq.edu.au](mailto:admin@laidleyshs.eq.edu.au)

W: [www.laidleyshs.eq.edu.au](http://www.laidleyshs.eq.edu.au)

Alfred Street Laidley QLD 4341

## Role Description –

### ***Temporary School Workshop Maintenance Officer***

**Location:** Laidley State High School

**Classification:** OO2 Queensland Public Service Officers and Other Employees Awards – State 2015

***6-hour week – temporary contract expires 13 December 2024.***

**Closing Date:** To apply, please submit a resume and brief cover letter to [klgou1@eq.edu.au](mailto:klgou1@eq.edu.au) by **COB Monday, 18 March 2024.**

## **Your employer**

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities.

Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

## **Your opportunity**

As the School Workshop Maintenance Officer, you will contribute to the efficient and effective operation and environment of the Industrial, Technology and Design (ITD) department.

You will perform a range of duties which ensure the upkeep, safety and functionality of all workshop facilities within the educational setting.

This role involves the maintenance, repair and occasional upgrade of workshop equipment, tools, and machinery, as well as overseeing the general cleanliness and organisation of the workshop space.

The incumbent will collaborate closely with teaching staff to support the smooth operation of practical learning activities and ensure a conducive environment for student engagement and safety.

The successful candidate may also be required occasional support to the Grounds and Facilities Officers to maintain and enhance the ovals, gardens and assets.



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This position reports directly to the Head of Department, ITD, Business Manager or nominated delegate.

## Your role

Appointment in the public sector is merit-based and will be assessed by what you have done previously – the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Responsible for the regular inspections, servicing, and repairs on workshop machinery, tools, and equipment to ensure optimal functionality and safety.
- Oversee the diagnostics and troubleshooting of mechanical or electrical issues with workshop equipment in a prompt and efficient manner, minimising downtime and disruption to learning activities.
- Support safety protocols and compliance standards within the workshop environment, including the use of personal protective equipment (PPE) and adherence to relevant safety regulations as outlined by the Head of Department.
- Maintain accurate records of workshop inventory, including tools, spare parts, and consumables, and assist procurement as needed to ensure adequate supplies are available.
- Assist in maintaining the layout and organisation of the workshop space to maximise efficiency and safety, including proper storage of equipment and materials.
- Provide guidance and support to teaching staff and students when called upon, regarding the safe and proper use of workshop equipment, as well as basic maintenance techniques.
- Identify opportunities for process improvement and efficiency gains within the workshop maintenance function, and contribute to the development of relevant policies and procedures.

### Other responsibilities (as required)

- Provide support to the School's Grounds and Facilities Officers to maintain and enhance the school's ovals, gardens and assets as required.
  - General operation of mowers, including zero-turn and ride on may be necessary.
- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

### A mandatory requirement of this role is:

- In accordance with the Working with Children (Risk Management and Screening) Act 2000 a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competency in this role requires proven expertise and experience in a trade background. Ideally applicants will possess extensive trade experience, vocational training or certification in mechanical, electrical, or related field.



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- Experience in equipment and maintenance, with a strong mechanical aptitude and troubleshooting skills. The applicant will be able to diagnose and repair a variety of machinery and tools.
- Knowledge of relevant safety regulations and protocols, with a commitment to maintaining a safe working environment.
- Excellent organisational skills and attention to detail, with the ability to manage inventory and prioritise tasks effectively.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with colleagues at all levels.
- Ability to work independently with minimal supervision, as well as part of a team.
- Basic computer literacy and an aptitude to learn computer aided drawings.

**Position Contact:** For more information, please contact Head of Department Industrial Technology & Design, Michael O'Shea, via [moshe21@eq.edu.au](mailto:moshe21@eq.edu.au).