POSITION DESCRIPTION

Title: Facilities Assistant
Status: Full time, Permanent
Classification: HEW4
Reports to: Facilities and Risk Manager
Direct reports: None
Issue date: November 2026

JOB PURPOSE

The Facilities Assistant provides general facilities support across the campus heritage buildings, undertaking all general maintenance on buildings, grounds, plant, and equipment, as well as preventative maintenance. Work is planned through maintenance schedules as well as daily reactive work, prioritising and escalating urgent matters as appropriate.

KEY RESPONSIBILITIES

- Collaborate with the Facilities and Risk Manager to schedule and perform maintenance tasks.
- Ensure compliance with WHS standards, reporting risks and escalating urgent building matters.
- Manage hardware purchases using allocated Bunnings credit account and Go Get Van.
- Operate forklift, elevated work platform, and extension ladders within safety parameters (training provided).
- Maintain accurate records of stores and consumables. Monitor essential services for all plant and equipment, and maintenance contracts.
- Assist with the bump-in and bump-out of events and exhibitions including the set-up, removal and transport of artworks and equipment (according to gallery standards).
- Maintenance of electrical and petrol motorised equipment. Keep equipment clean and in good operating order.
- Top and tail plug repair to leads and other electrical equipment (training provided)
- Certified Test & Tagging (training provided).
- On-the-job training of facilities staff and supervision of casual student staff (student crew).
- Work collaboratively with the other Facilities Assistants.
- Qualified onsite fire warden (training provided). Qualified First Aid Officer (training provided).
- Troubleshoot electrical, air conditioning, and plumbing issues, as well as manage minor plumbing problems such as blocked toilets, drains, basins, and leaking taps.
- Identify the need to involve external contractors, such as plumbers and electricians and HVAC technicians, and coordinate with Facilities and Risk Manager.
- Provide assistance to external contractors and suppliers as required.
- Assist the Event Department with the set-up of internal and external events as directed. Ensure proper set-up and dismantling of stages according to event requirements.
- Perform studio building and maintenance tasks, including stripping and painting of internal and external walls, to keep the campus well maintained.
- Maintenance of grounds, including weeding, mulching, fertilising, seasonal planting and replacing plants at the correct sowing and growing time.
- General watering and pruning of all shrubs and trees at the appropriate time.
- Maintenance of landscaping for the purpose of preserving grounds in a healthy, attractive and safe condition.
- Sweeping and cleaning landscapes areas and related items (drains, walkways, courtyards, etc).

- Keeping all the equipment maintained in a satisfactory workable condition.
- Provide administrative support to the Facilities team as directed by the Facilities and Risk Manager.
- Able to communicate and engage with people from diverse lived experiences and backgrounds.
- Undertaking any other tasks or responsibilities consistent with the role as directed by the Facilities & Risk Manager.
- Understanding of ethical practices, EEO and WHS policies.
- Perform other related duties as required.

QUALIFICATIONS / EXPERIENCE

- Physically fit to handle the demands of the role, including lifting up to 20kgs.
- Strong interpersonal, organisation and communication skills.
- Required certifications: White card, Working with Children's Check, Police Check, Driver's Licence.
- Understanding of relevant safety codes and safe work practices.
- Current Drivers Licence and ability to attain a Forklift Licence; EWP, Test & Tag an Working at Heights Certificate.
- First Aid certificate and Fire Warden certificate (training provided).
- Proficiency in computer skills.
- Demonstrates a proactive and positive attitude, taking initiative to ensure tasks are completed to a high standard.
- Able to work independently, efficiently following instructions and adhering to all safety guidelines
- Knowledge and understanding of EEO, Ethical Practice and WH&S.

KEY RELATIONSHIPS

Internal	
Executive Leadership Team	Chief Operating Officer reporting line.
Direct Manager	Facilities and Risk Manager
Direct Reports	None
Colleagues	Maintain collegiate relationships with all staff at the National Art School
External	
Stakeholders	Stakeholder relationship building and customer service

ACKNOWLEDGMENT

I have read and understood this position description and I accept the key accountabilities outlined in this position description. I understand that this position description is used primarily for the purposes of position salary band evaluation, candidate information and as a reference point for performance agreements and reviews. This position description does not attempt to define specific tasks of the position.

Print Name: _____

Signed: _____ Date: _____