Expression of Interest  
Temporary Facilities Officer  
38hr per week

We have a position available for a highly motivated and innovative Facilities officer to work in our technology rich, creative and visionary setting.

Applications are invited for the position of Facilities Officer commencing 7 October 2014 until 12 December 2014, with possibility for extension. The position is vacant and currently under review to be upgraded to a permanent position as a Facilities Supervisor at a higher classification for 2015.

Qld Academy for Creative Industries is a 7 level building located at 61 Musk Ave, Kelvin Grove.

For more information on our facilities please see http://qaci.eq.edu.au/our-academy/facilities/

You will have responsibility for leading the following activities and delivery of the following key tasks:

- Contribute to the efficient and effective operation and the environment of the school by providing a high level of facilities support to the Principal and Business Manager
- Perform a range of activities including general maintenance, painting and repair work to ensure that school facilities are maintained to a high standard
- Liaise with external contractors
- Procurement of furniture and fittings as required
- Maintain accurate records of service maintenance, assets and participate in stocktaking
- Manage air conditioning building control system (Tracer software)
- Use One School System Database to log and manage maintenance jobs
- Assist Art/Theatre/Music/DesignTechnology faculties with events and gallery exhibitions

The position will suit someone who enjoys working in a high challenge, high expectation, fast paced learning environment.

Please send/email applications (no more than 1 page) outlining relevant skills and abilities, as well as a current resume and the names of 2 current referees to:

Joy Waugh,  
Business Manager  
jwaug4@eq.edu.au

Ph: 35529333.

Closing Date for applications is 12 September 2014