



## **JOB DESCRIPTION:**

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**Position:** *Maintenance Assistant: Fulton Adventist University College*

**Employer:** Fulton Adventist University College – owned and operated by the Trans- Pacific Union (TPU) of the Seventh-day Adventist Church

**Location:** Fulton Adventist University College, Sabeto Campus, Nadi, Fiji

**Revised:** December 2022

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### **Fulton Adventist University College Mission Statement:**

The Mission of Fulton is to empower graduates through quality Adventist Higher Education for dedicated service.

### **Position Summary:**

The Role of the Maintenance Assistant at Fulton Adventist University College is to assist the Property Manager for the overall presentation and care of the property, including utilities, maintenance, janitorial and waste services, and campus and security aspects.

### **Qualifications Required:**

1. Must be a practicing baptized member of the Seventh-day Adventist Church with a strong commitment to its mission and lifestyle. This would incorporate an active relationship with Jesus Christ characterized by a deep desire for worship and service to God.
2. A record of successful property management.
3. Have an interest in and aptitude for cross-cultural ministry.
4. Have an interest in and enthusiasm for exploring new ideas in property management.

### **Core Competencies:**

1. Well-developed interpersonal and relationship and skills
2. An ability to train, supervise and hold those in their care to account for their work performance.
3. An eye for detail and a desire to have presentable and well-maintained facilities available to the institution in a timely manner.
4. A knowledge of various commercial property standards, processes and products.

### **Specific Responsibilities:**

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1. Be responsible for the presentation, maintenance and security of the physical plant and supply of utilities and services to the institution.
2. Develop strategies to optimise the presentation, cleanliness and hygiene, maintenance and security of the physical plant and services of the institution.
3. Supervise the work of the property staff, including students and other contractors engaged by the institution for the operation of the property.
4. Advise the Business Manager of the material requirements for the various property projects.
5. Keep a stock control of all the materials procured for the operation of the property.
6. Supervise the distribution of equipment and materials from the property store as needed.
7. Maintain accounts and record of hours worked by workers under your supervision, and submit these each week to the Business Manager.
8. Be responsible for the care of all tools and equipment in the property department.
9. Be responsible for the operation and care of any vehicles and ensure that mileage reports are submitted regularly to the Business Office.
10. Provide a safe-working environment in their areas of responsibility by ensuring that appropriate occupational health and safety standards and procedures are implemented and followed.
11. Respect, support and practice the ethos of Seventh-day Adventist education, especially the principles of the Work Education Program.
12. Carry out any other responsibility assigned by the Business Manager.

### **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

1. Contribute to the development of a safe and healthy workplace.
2. Comply with instructions given for their own health and safety and that of others, in adhering to safe work procedures.
3. To report any injury, hazard or illness immediately, where practicable, to their supervisor.
4. Not place others at risk by any act or omission.

**Note:** *For a full overview of Fulton Adventist University College' approach to OHS all staff should refer to the Employee Handbook.*

### **Committee Membership:**

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1. Infrastructure Committee
2. As appointed by the Staff Meeting

### **Key Performance Indicators:**

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1. Consistently reflects the mission and values of the Church.
2. Actively promotes the mission and values of the College to staff and students.
3. Competently meets the specifications of the Job Description.

4. Has a thorough mastery of the specific knowledge and competencies required for this position.
5. Consistently demonstrates sound judgment in decision making.
6. Actively nurtures and supports all persons who report directly to him.
7. Is respected by staff and students as a Christian professional.
8. Supports the administration in the effective management of the College.
9. Seeks guidance from appropriate sources when involved in important decision making
10. Consistently ensures that all appropriate occupational health and safety procedures are implemented in their areas of responsibility.
11. Responds positively to feedback.

**Terms and Conditions:**

The terms and conditions shall be read in conjunctions with the Fulton Adventist University College Employees Handbook, this job description and the SPD Working Policy as amended from time to time.

**Appointed by:**

Fulton Adventist University College Administrative Committee.

**Term:**

This is an appointed position. Subject to satisfactory performance the person appointed shall hold office for three years at which time the term may be renewed.

**Performance appraisal:**

Informal review after 6 months then formal appraisal at 12 months.

**Responsible to:**

Business Manager and Fulton Adventist University College Administration.

**Remuneration:**

As per the Fulton Adventist University College Wages Schedule as amended from time to time.

**Personal Commitment:**

*Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the church's Christian values, as referred to in the Fulton Adventist University College Employees Handbook, and the SPD Working Policy.*

**Confirmation:**

Name of the appointed person: -----

Signature of the appointed person: -----

Date of signing: -----

Signature of witness: -----

*(FAUC Officer)*