



ESO | Grounds and Maintenance Officer

Position Information Document

Grounds and Maintenance Officer

Grade	Education Support Officer, Level 2 (Services Stream)
Employment	Full-time
Engagement	Permanent 37.5 hours per week 48 weeks of the year
Responsible to	Director of Facilities

Context

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

Role Purpose

Working collaboratively with the broader grounds and maintenance team, the Grounds and Maintenance Officer will maintain College property, buildings, equipment, grounds, gardens and associated Sports Fields to a high standard of appearance and safety, to meet the expectations of management and in keeping with the amenity of the environment and the image of the school, while working collaboratively with the broader grounds and maintenance team. The presentation of the school grounds and buildings is an important part of the College's marketing strategy.

Role Accountabilities and Responsibilities

The Grounds and Maintenance Officer undertakes a broad range of gardening, grounds and maintenance duties in support of the smooth operation of the College. Whilst the role requires the incumbent to be capable and willing to step into a broad range of possible duties as the need arises, the Property and Services Manager will seek to delegate duties most aligned with the individual's skill set. Duties may include:

- Ensure grounds, gardens and recreation areas are presented to a high standard by undertaking the following:
 - Lawn mowing, scarifying and edging lawns and oval areas
 - Fertilizing
 - Planting / Pruning / Weeding
 - Watering
 - Landscaping and garden planning
 - Line Marking and Sports field preparation
 - Vacuuming / Sweeping allocated grounds areas





- Undertake planning of field and garden areas as required
- Undertake proactive and reactive maintenance task of buildings (internally and externally), general facilities, fixtures and fittings, fencing, gates, paths, roadways, furniture and other structures as required, ensuring a clean, safe, secure and functional environment for staff and students of the college. Maintenance tasks may include but are not limited to the following:
 - Cleaning of gutters and drains
 - Assistance with the maintenance of irrigation systems
 - Assistance with turf renovations
 - Light engine and machinery maintenance
 - Building maintenance, which may include moving furniture
- Operate a range of outdoor machinery, including mowers, tractors, blowers and vacuums
- Contribute to the development of maintenance plans that incorporate regular checking and testing programs.
- Set up, adjustment, maintenance, calibration and operation of grounds keeping equipment to achieve specified outcomes.
- Assist in the maintenance of safety requirements within the Grounds and building maintenance functions
- Event setup and clean-up

Person Specifications

The Grounds and Maintenance Officer will:

- Demonstrate a commitment to the Catholic ethos and to the mission and values of the College;
- Possess the physical fitness and dexterity to undertake a broad range of manual labour tasks, including but not limited to:
 - moving furniture
 - working at heights, including for roof access and gutter cleaning
 - set-up and pack down of displays and exhibitions
 - operation of a range of outdoor machinery, such as mowers, tractors, blowers and vacuums.
- Demonstrate capacity to plan and execute own work, under limited supervision, to meet required deadlines and to see projects through to completion
- Demonstrate the capacity to effectively manage multiple, competing demands by prioritising tasks
- Exercise reasonable discretion in decision making, taking accountability for work outcomes and service levels within scope of the position
- Operate as a co-operative and collaborative member of the grounds and maintenance team, demonstrating patience and flexibility in dealing with a range of situations and a wide variety of stakeholders, including staff and students.
- Possess strong communication skills that support the collaborative work of the grounds and maintenance team and liaison with stakeholders, including students, staff, contractors and visitors.
- A good understanding of safe work practices associated with a grounds and maintenance role, including an understanding of potential hazards, safe work procedures and safe operation of machinery.



General Expectations

All staff members are expected to meet the obligations of their PID and Child Protection principles and policies.

Key Working Relationships and Accountabilities

The Grounds and Maintenance Officer will meet regularly with the Director of Facilities to discuss, review and refine Key Accountabilities.

- Grounds and Maintenance team members
- Property and Services Manager
- Operating across the College campus, the role will come into contact with broader College staff, students, parents, contractors and visitors on occasion.

Qualifications and Experience

The Grounds and Maintenance Officer will have experience, qualifications and expertise as follows:

- Current, valid South Australian Driver's Licence
- Relevant experience working in a team environment within a grounds, maintenance or gardening environment. A relevant Trade Certificate would be highly regarded.
- Knowledge in managing resources needed to maintain grounds, buildings, equipment, gardens and recreation areas.
- Good functional knowledge of a range of grounds machinery and equipment appropriate for maintaining grounds, buildings, recreations and sporting areas.
- A thorough knowledge of all aspects of grounds and lawn maintenance.
- Current Working with Children Check (WWCC) in accordance with the Child Protection Policy of the South Australian Commission of Catholic Schools (SACCS)
- Current 'Responding to risk of harm, abuse and neglect' training
- Relevant First Aid certification (training will be provided as required)

Conditions of Employment

Salary: In accordance with the 2020 Enterprise Agreement, in force or as varied or replaced from time to time.

Other: Out of school hours work may be required from time to time.

This Position Information Document (PID) indicates the general nature and level of work performed in this role and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Approval of Position Description

This Position Information Document (PID) accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

Signed (Principal or Delegate) _____ date: / /20__

Signed (Employee) _____ date / /20__



APPENDIX A - Workplace Health Safety & Welfare

Commitment

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

Plans and Budgets

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

Performance and Training

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

Risk Management and Hazard Control

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

Consultation

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

Monitoring

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.