



POSITION DESCRIPTION

POSITION: Grounds & Facilities Officer

STATUS: Full time

REPORTS TO: Maintenance Supervisor

DATE: Dec 2019

CLASSIFICATION:

PURPOSE OF THE POSITON

To contribute as a team member, to the overall objectives of the maintenance team, and undertake highly skilled grounds maintenance.

Key Characteristics

- operate within priorities assigned by the Maintenance Supervisor.
- assess and use logical sequences for required tasks.
- apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- deal with problems involving several concrete variables in standardized situations.
- Demonstrate initiative in the role
- Work efficiently unsupervised, demonstrating good time management skills
- Practice a high level of personal and professional hygiene
- Demonstrate effective communication skills
- Work in a small team environment and have some flexibility with working hours
- Take pride and care in your work
- Work under pressure

SUPERVISORY RESPONSIBILITIES

This position reports to the Maintenance Supervisor and this position will not be responsible for supervising any staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Appropriate trade qualification or relevant experience in Horticulture would be highly regarded.

CERTIFICATES, LICENSES, REGISTRATIONS

- A positive notice issued by Blue Card Services is required
- Current drivers license with minimum of LR qualification is required.
- Current First aid certificate is required.
- Current Chemical Handling certificate would be highly regarded
- Current Chainsaw Operators certificate would be highly regarded

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities will be assigned primarily by the Maintenance Supervisor, on a daily, weekly or other regular or adhoc basis. Duties will be performed in accordance with instructions given by the Maintenance Supervisor. Other duties may be assigned by the Maintenance Supervisor, Business Manager or Principal.

Duties may include but are not limited to the following;

Grounds & Facility Maintenance

- Clean out gutters, Storm water pits and culverts.
- Attend to safety and cleanliness of College grounds including removal of debris from pathways and cleaning concrete areas to remove dirt, mould and debris
- Empty rubbish bins into commercial bin, in accordance with given timetable.
- Cut lawns as well as trim edges around pathways, garden beds and walls.
- Treat lawn, shrubs, and trees with fertilizer, herbicides, and insecticides as required.
- Prune shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
- Rake and mulch leaves, remove and dispose of green waste
- Spread mulch throughout gardens and plant grass, trees and shrubs as requested.
- Operate irrigation systems for lawn, shrubs and gardens.
- Perform minor maintenance on irrigation system as required.
- Operate a range of tools, plant and equipment
- Maintain tools, plant and equipment in serviceable and safe condition
- Carry out minor repairs on grounds equipment such as Ride-on mower, lawn mower, brush cutter and other equipment
- Paint fences, outbuildings, line-marking, etc.
- Relocate parcels, deliveries and other items in accordance with given instructions, to their required destinations.
- Perform daily unlock and lock up procedure of the College buildings and perimeter fences ensuring physical security of College grounds and facilities.
- Periodically assist cleaning and catering staff at beginning and/or end of school holiday periods with heavy lifting and relocation of items.
- Set-up and clear away seating for College events in accordance with given timetable
- Report incidents and potential risk issues requiring attention of the Maintenance Team or the College Leadership Team.

Vehicles

- Drive buses or other College vehicles with and without passengers, in accordance with given timetable or instructions.
- Ensure all College vehicles are maintained in a clean, safe and presentable condition.
- Attend to regular minor maintenance of College vehicles, including checking and ensuring effective supply of water, oil, fuel, air pressure in tyres.
- Report all vehicle damage and repair requirements to the Business Manager.
- Program and ensure the servicing and regulatory vehicle inspections are undertaken for all College vehicles.
- Check and follow up completion of vehicle log books and facilitate delivery of completed logs to Administration staff.

WORKPLACE HEALTH & SAFETY

All staff have a responsibility to ensure their actions contribute to a safe and healthy workplace, and to report observed risk concerns to their supervisor where assistance is required to resolve.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk and traverse stairs. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 12 kilograms, frequently lift and/or move up to 25 kilograms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.