



## POSITION DESCRIPTION

**POSITION:** Maintenance & Grounds Officer                      **STATUS:** Full time

**REPORTS TO:** Maintenance Supervisor                      **DATE:** April 2022

**CLASSIFICATION:** Services Staff Level 4

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### **Purpose of the Position:**

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

### **Supervision:**

Work is carried out under general supervision  
Progress and outcomes sought are under general guidance

### **Supervision of Others:**

The work of others may be supervised  
Responsibility for the work and organization of others in limited areas  
Training of subordinate staff may be required

### **Qualifications:**

- Tertiary qualifications at certificate level or completion of an apprenticeship or equivalent qualification relevant to the position may be required
- Appropriate trade qualifications or relevant experience in Horticulture, Carpentry or Plumbing would be highly regarded
- 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.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- 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

## **TYPICAL DUTIES:**

Typical duties may include but are not limited to the following;

### **Grounds & Facility Maintenance**

- Assist the Maintenance Supervisor with maintenance, repair and improvement tasks having regard for your level of expertise, experience and capabilities
- Utilize college software ie My-Maintenance to manage the performance of requests. Refer to the Business Manager, any requests considered to be in conflict with other matters, unreasonable or unachievable
- Communicate with other staff members on issues of maintenance, improvements and maintain positive relationships with all staff groups.
- Provide after-hours assistance in the event of breakdowns of essential services such as Gas, Power and Plumbing, at the request of College Leadership Team members or their delegates.
- Develop, maintain and utilize an effective working knowledge of College facilities and operations, including (but not limited to) security, fire systems, transport, policies and procedures, etc in order to support effective operation of these services.
- 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.
- Other duties may be assigned by the Maintenance Supervisor, Business Manager or Principal.

### **Vehicles**

- Drive buses or other College vehicles with and without passengers, in accordance with given timetable or instructions.

## **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.

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 regularly 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.

### **General Terms of Appointment**

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current positive notice blue card for child related employment.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.