



POSITION DESCRIPTION

POSITION: Staff Services – Grounds and Maintenance

STATUS: Full Time, Continuing

REPORTS TO: College Principal and/or Business Manager

DATE:

CLASSIFICATION: Services Staff Level 3 **NAME:**

Purpose / Scope of the Position:

Attractively designed, healthy and well-maintained lawns, gardens and grounds create a positive first impression, establish a peaceful mood. The Grounds/ Maintenance person would be expected to perform a variety of tasks necessary to achieve a pleasant and functional outdoor and indoor environment.

The Grounds/maintenance person will be engaged primarily in maintaining to a high standard the appearance of the grounds of the school as well as specific maintenance requests when required.

Supervision:

Work will be carried out under limited supervision and may be checked in relation to overall progress.

Broad guidance will be provided.

May involve a level of autonomy when working in teams.

Supervision of Others:

Peer assistance may be provided to others.

An employee may have limited responsibility for the guidance of the work of others Team coordination may be required.

Duties and Responsibilities:

This outlines the general duties and responsibilities of the position but is not all encompassing:

- Practice confidentiality in relation to all aspects of the role.
- General tidying clean up and rubbish removal.
- Non elevated pruning.
- Maintain trees and shrubs through accepted horticultural practices.
- Maintain equipment and storage shed and materials storage area.
- .Assure that quality work is performed to a high standard in accordance with the expected standards.
- Ensure that care is taken with the schools' materials and equipment and plant.
- Ensure that the grounds of the school are maintained in a safe, clean and tidy condition, so that risk of an accident occurring is reduced to a minimum.
- Respond to requests for internal maintenance tasks for the school.

- Liaise with the Grounds / Maintenance Manager and/or Business Manager regarding minor maintenance, repairs and the grounds areas of the College.
- Monitor school facilities and bring to appropriate attention any repairs required/safety hazards.
- Mowing, trimming and fertilising lawns and turf areas.
- Repairing and maintaining irrigation systems.
- Weeding, planting and fertilising gardens.
- Checking and adjusting security lighting.
- Assisting with minor building maintenance as directed.
- Support and liaise with contractors requiring access to school property or buildings required for specialist work eg. electricians, plumbers, concreters and carpenters
- Carry out minor repairs to school property and equipment including:
 - Replacing tap washers
 - Repairing leaking toilets
 - Repairing windows
 - Painting blackboards
 - Repairing desks and chairs
 - Basic painting as directed
- Assist with marking sporting fields and grounds.
- Assist with the setup and dismantling of tents and equipment related to school functions.
- Assess equipment to determine if minor repairs are required.

Mandatory qualifications and requirements:

- An understanding of and a commitment to the ethos of Catholic Education, a Working With Children Check (WWCC) and eligibility for a Suitability Notice is required.
- Undertake Student Protection Training
- Undertake Workplace Health and Safety Training

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)
Date

Signature