

MARIST COLLEGE EMERALD

POSITION DESCRIPTION



POSITION: Gardens Grounds Maintenance Facilities Person
STATUS:

REPORTS TO: College Principal, and/or Business Manager

DATE: June 2023

CLASSIFICATION: Level 3

NAME:

Purpose / Scope of the Position

Under limited supervision, coordinate and contribute to the effective and efficient operation and environment of the College by providing a high level of maintenance and development of the schools' facilities and grounds.

Ensure that a high standard of safety applies to all facilities and ensure that all duties are completed to an acceptable standard.

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

Key Characteristics:

Skills:

Demonstrate tolerance, maturity, patience and a capacity for self-organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy.

Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education

Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality.

Apply knowledge with depth in some areas, a broad range of skills.

Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

There is a wide variety of roles and tasks in a variety of contexts.

There is complexity in the ranges and choice of actions required.

Competencies are normally used within a variety of routines, methods and procedures.

Supervision:

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

Progress and outcomes sought are under general guidance.

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.
- Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality.
- Self-directed application of knowledge with substantial depth in some areas.
- Respond and be available for call outs as required – flexible hours as needed, with negotiated time taken for duties during non-working hours.
- Provide well maintained grounds and outward appearance of the school.
- Carry out repairs to the school's property and equipment as requested.
- Repairing and maintaining classroom furniture and fixtures.
- Liaise and schedule with contractors required for specialist work. Eg. Electricians, plumbers and carpenters in a timely manner.
- Assess buildings, equipment and fixtures to determine if repairs are required.
- Respond to requests for internal maintenance tasks for the school.
- Respond to verbal, email and written requests for maintenance and grounds needs and requirements.

- Maintain equipment, storage shed and materials storage area.
- Apply Workplace Health and Safety Standards with the use of personal protective clothing and equipment together with relevant safety measures.
- Carry out painting of equipment, internal areas of school classrooms/buildings as directed.
- Regular plant and equipment maintenance and service agreements upheld.
- Turf maintenance including fertilising, top dressing.
- General tidying, clean up and rubbish removal.
- Non elevated pruning.
- Maintain trees and shrubs through accepted horticultural practices.
- Establish and maintain new gardens and areas.
- Planting and general plant care.
- Weed control – manual removal and general herbicide use.
- Maintain and ensure cleanliness and tidiness of all approaches to the school.
- 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.
- Monitor school facilities and bring to appropriate attention any repairs required/safety hazards.
 - Repairing and maintaining irrigation systems.
 - Checking and adjusting security lighting.
 - Carry out minor repairs to school property and equipment including:
 - Replacing tap washers
 - Repairing leaking toilets
 - Repairing windows
 - All College Vehicle services, minor repairs, inspections etc
 - Assist with marking sporting fields and grounds.
 - Assist with the setup and dismantling of tents and equipment related to school functions and events.
 - Ensure WPHS College requirements are met with chemicals stored on the College grounds.
 - Removal of graffiti as directed.

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.

Must hold a valid C class drivers' licence.

Reporting

- This position reports directly to the Principal, or the Business Manager

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

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

Employee Name (Please Print)

Signature

Date