



MARIST COLLEGE ASHGROVE

Services Staff Level 1

POSITION DESCRIPTION: Gardener

REPORTS TO: The position holder reports to the Business Manager through Maintenance and Services Coordinator. Immediate supervision is provided by the Head of Gardens.

CLASSIFICATION: Services staff Level 1

The College Services Staff plays an essential role in ensuring that the facilities and physical environment at Marist College Ashgrove are clean and safe. The Services Staff maintain an ongoing safe, attractive and creative College Campus.

QUALIFICATIONS: Junior Certificate or equivalent is the minimum formal qualification for this level. No experience is required.

COMPETENCIES: Competency at this level involves application of knowledge and skills to a limited range of tasks and roles. There is a specific range of contexts where the choice of actions required is clear.

Competencies are normally used within established routines, methods and procedures that are predictable. Judgment against established criteria is also involved.

The employee works under direct and/or routine supervision depending on function. Work is intermittently checked, and may be reviewed on completion. Supervision may take the form of general guidance where working in teams is involved and may involve detailed instructions in some situations.

An employee at this level will have no supervisory responsibilities. An experienced employee may assist others by providing peer support in the completion of routine tasks.

TYPICAL DUTIES: Typical duties include, but are not limited to:

- Assists in the general maintenance and development of turf areas and surrounds
- Labouring and operation of some machinery.
- Operates and/or maintains machinery.
- Set out and mark fields for play.
- Planting and maintaining trees and gardens.
- Maintains simple records.

- Assists in the maintenance of playing surfaces, including setting up of greens, top dressing, fertilising under supervision, seeding, turfing, coring and sprigging

SPECIFIC DUTIES:

Specific duties include, but are not limited to:

- Responsible for garbage collection every day around the College
- Responsible for leaf blowing every Monday and Wednesday
- Pulling and spraying weeds as required
- Mowing as required
- Brush cutting as required
- General gardening as required; i.e. mulching, trimming, fertilising, watering, establishing new jobs as required
- Maintaining small plant machinery Street sweeping
- Responsible for line marking of car parks and roads
- Set up and pull down stage for assembly's
- Hedging as required
- Moving furniture when required
- Filling up on fuel at the garage
- Maintenance of Moola Road lawns
- Responsible for storm aftermath clean up
- Drain maintenance
- Assisting greenkeeping staff when requested with duties such as wicket covers, setting up and taking down of goal posts etc.
- Other duties as required