

# Guide Dogs.

## Position Description

**Position Title:** Grounds and Maintenance Officer

**Department:** Support Services

**Reports to Position:** Assets Team Leader

**Direct Reports:** Nil

### Guide Dogs Queensland Values

All employees are required to conduct all activities in a manner consistent with our CARES values:

C – Committed

A – Accountable

R - Respectful

E – Ethical

S – Successful

### NDIS/Blue Card Risk Assessed Role

*Managers to complete risk assessment – please select:*

Key Personnel Role ☐ Yes ☒ No

Delivery of support/services to clients ☐ Yes ☒ No

More than incidental contact with clients ☐ Yes ☒ No

Work in settings, outside of GDQ, while children are present ☐ Yes ☒ No

### Portable Long Service Leave

This role is not entitled to Portable Long Service Leave.

### Position Overview

The primary purpose of this position is to perform on-site maintenance activities on a daily basis, to ensure buildings, motor vehicles, and grounds remain in clean, safe, operating condition.

### Essential Functions and Responsibilities

#### General:

- Operate a range of tools and equipment necessary to maintain the grounds and buildings on site, in accordance with GDQ safe work procedures.
- Ensure all cleaning, maintenance materials and equipment are securely stored and maintained in accordance with manufacturer's requirements and GDQ procedures.

#### Specific:

- Cut and trim hedges and trees.
- Water pressure cleaning of pathways and buildings.
- General tidying and maintenance of buildings and grounds, including weeding of gardens, painting.
- Take GDQ fleet vehicles for service and repairs, and perform car detailing, when required.
- Assisting with GDQ Event set up and take down.

# Guide Dogs.

## Position Description

- Operate ride-on mower, brush cutter; hand mower, leaf blower.
- Ensure that all machinery used in daily activities is maintained in accordance with manufacturer's specifications and that it is regularly cleaned.
- Other duties as requested by Management.

### Other Duties and Responsibilities

- Other related duties as required.
- Participate in professional development opportunities.
- Complies with GDQ Quality Management System and its certifications.
- Act as a Warden or First Aid Officer where required.
- Foster pleasant, respectful and productive working relationships with staff.
- All employees are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

### Supervisory Responsibilities

Nil

### Knowledge and Skills

#### Essential

- Unrestricted open driver's license.
- Mowing equipment experience – self-propelled, zero turn, brush cutter operation
- Hazardous substance handling experience – fuel, chemicals.
- Ground keeping experience.

#### Desirable

- Mechanical/Trade qualifications

### Physical Demands of Role

**High level of activity** (95% or more of time spent performing these activities)

Activity	Description	Existing controls
General facility maintenance duties	Operate Equipment	Safe Work Procedures

**Low Level of activity** (5% of time spent performing these activities)

Activity	Description	Existing controls
Moving vehicles off site	Repairs and Servicing	Drivers License

# Guide Dogs.

## Position Description

Computer use	Checking work emails Accessing pay slips Submitting timesheets	
--------------	--	--

## Working Conditions and Environment

- Outdoor activities
- Some bending and lifting