



Lutheran Community Care

## POSITION DESCRIPTION

|                    |   |                 |                        |
|--------------------|---|-----------------|------------------------|
| <b>Position:</b>   | Maintenance and Grounds Officer   | <b>Service:</b> | Trinder Park Aged Care |
| <b>Department:</b> | Aged Care   | <b>Revised:</b> | June 2016              |
| <b>Conditions:</b> | LCC Aged Care Service Enterprise Agreement 2013<br>Support Worker Level 1 |                 |                        |

### Purpose of the Role

To contribute to high quality maintenance and grounds keeping services.

### Operating Environment

This position is located in Woodridge at Trinder Park Aged Care of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

### Trinder Park Aged Care

Trinder Park consists of 55 Independent Living Units, 156 Residential Aged Care places, an Allied Health Clinic and disability accommodation.

### Reporting Relationships

The Maintenance and Grounds Officer reports to the Facility Team Leader.

### Major Responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Undertake day to day operations of the maintenance department in line with schedule of works;
- Undertake projects and building and maintenance works as directed;
- Maintain the gardens and grounds within the service as directed;
- Liaise with external professionals including contractors and trades staff as required;
- Ensure equipment and garden materials are utilised in a responsible and safe manner;
- Monitor supplies of chemicals and equipment.

### Qualifications and Experience

The incumbent must have previous experience in commercial maintenance / grounds keeping and may possess a relevant trade qualification. This position requires a proven ability to work autonomously to achieve team goals, an understanding of the customer focus in maintenance services as well as basic computer literacy.



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Maintenance of an Australian Driver's Licence and Positive Federal Police check is essential.

The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.