MANDURAH BAPTIST COLLEGE
BE STRONG & COURAGEOUS

Job Description

Title:	Grounds Person
Reports to:	Grounds Manager
Working Relationships	Internal: • Ground Staff • Theatre Manager • Director of Finance & Resources External: • Supplier/Delivery services • Trade contractors
FTE:	0.6
Workdays/hours:	3 days/week, 7.5 hours a day Hours of work to be mutually determined (between 7:00am and 4:00pm)

Job Summary

The Grounds person reports to the Grounds Manager and is responsible for ensuring that grounds are maintained and well presented. Undertake a range of duties concerning day-to-day property and equipment maintenance.

Qualifications / Work Experience

- Relevant trade qualifications and/or extensive experience in a similar role
- Desirable: operating tickets (e.g. forklift)
- WHS experience and/or training
- Hold a valid Western Australian 'C' Class driver's license
- A commitment to child safety and a Working with Children Check
- National Police Certificate
- Valid Australian work rights to apply for this position

Personal Specifications / Essential Skills

- Be a committed Christian who upholds and contributes to the Christian values of the College
- Excellent work ethic and a "can-do" attitude
- Able to work under own initiative, under pressure within structured time scales
- Reliable, physically fit, enthusiastic, willing to work outside in all weather conditions, and able to work as part of a team, or unsupervised when required
- Knowledge and understanding of WHS legislation and requirements
- Punctual, attention to detail and always producing quality work
- Good communication skills
- Flexibility for occasional after-hours work

Key Result Areas

- Grounds
- Work Health and Safety
- Other Tasks/Responsibilities

Key Tasks & Responsibilities: Duties include, but are not limited to, the following:

1. Grounds

- Ensuring a high standard of presentation of the school's environment, including buildings, grounds and landscaping
- Assist with school improvements in line with the School's Master Plan for facilities such as building renovations and refurbishments, fencing, paving, etc.

- Be proactive in identifying any upgrading grounds and lawn areas need and resolve them in a timely manner
- Fertilizing, mowing, edging and aerating all lawn areas
- Maintaining garden beds to the highest standard
- Implementing grounds changes at the behest of management
- Installing, repairing and monitoring reticulation and sprinkler systems
- Safely operate and maintain machinery, tools and equipment as required, having considered risk to self and others
- Maintaining paved areas including lifting of sunken pavers
- Ensuring soak wells and gutters are kept open from any debris
- Weed and litter control around school perimeter to a level satisfactory to management
- Opening and closing of school premises including gates, doors, windows, fire exits, etc., for the purpose of school use, lettings, out-of-school hours functions, maintenance and emergency services
- Assist other team members as requested by management
- Assist in monitoring plant health and applying in a safe and proper manner
- Ensure workshop, work areas and Maintenance Centre are always clean, tidy and secure
- Have the appropriate license to be able to use school vehicles
- Pressure-washing paved areas from time to time – keeping grounds clean
- Assist with line marking at designated areas
- Assist with setting up equipment for events and carnivals
- Cleaning outdoor debris, removing rubbish, maintaining hardscapes (pathways, fences, benches), and performing minor repairs
- Uses and performs basic upkeep on tools like push/ride-on mowers, ride-on sweepers, whipper-snippers, leaf blowers, hedge trimmers, and chainsaws`
- Perform pre-start checks on vehicles, tools and equipment
- Keep all tools, machinery and equipment clean and always maintained

2. Work Health and Safety

- Awareness of all Health and Safety policies and procedures developed by the College
- Attend to all matters ensuring that the College grounds and facilities meet appropriate WH & S standards
- Completing tasks raised by the WH&S Committee
- Ensure work is carried out in a safe manner having due regard for the health and safety of yourself, your fellow workers and all other users of the College grounds

3. Other Tasks/Responsibilities

- Uphold the Mission, Vision and Values of Mandurah Baptist College.
- Delivery of goods to classrooms or faculty storage areas
- Assist with College bus fleet inspections as and when required
- Set up and clearance of furniture/equipment for college functions
- Attend out-of-school hours events as required
- Always keep bin areas clean and tidy.

4. Ensure compliance with MBC values, policies and standards as reviewed and updated on an annual basis

5. Any other duties as directed by the Grounds Manager.

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