

POSITION DESCRIPTION

Grounds and Maintenance Officer



The Grounds and Maintenance Officer is responsible to the Principal through the Property Manager and Business Manager. The Grounds and Maintenance Officer is responsible to the Property Manager for the development, presentation and upkeep of the College's property and physical assets. Property includes buildings and structures, furniture and fittings, utility services and infrastructure, grounds and gardens and ensuring that the College is kept in a well presented and safe manner. The role also provides assistance with moving furniture and equipment within the school. The position requires commitment to the values and ethos of Catholic education.

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make ([CECV Commitment Statement to Child Safety](#))

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

RESPONSIBILITIES:

- Assist with the maintenance and management of the College's sporting fields and prepare them for use by students and other authorised users.
- Maintain lawns, garden beds, trees and shrubs in the College grounds. This may include general landscaping improvements.
- Maintain safety of synthetic play surfaces as per manufacturer's instructions. Comply with all OH&S regulations related to safe use of chemicals and hazardous materials.
- Ensure that staff, students and visitors to the College are not exposed to any dangerous materials. Immediately report to the Property Supervisor any situation considered dangerous or a possible safety concern.
- Assist with maintenance of grounds structures/improvements such as fences, gates, garden edgings, pathways, watering systems, drains, barbeques and the like.
- Clear away rubbish from grounds and garden beds.
- Empty fixed and movable rubbish bins on a daily basis.
- Wash down external walls and windows of all buildings during school holidays, being mindful of all policies and procedures re OH&S.
- Routine care and maintenance of equipment used for grounds maintenance, report any major repair or safety concerns to the Property Supervisor.

- Assist with other tasks that the Maintenance Department is required to perform including unlocking College buildings and gates first thing each morning, moving furniture, cleaning, rubbish removal, roadway repairs, traffic control, new constructions, etc.
- Setup and pack down, chairs, tables, carpets for assemblies and information nights.
- Removal of graffiti or offensive words/symbols from college buildings, furniture and fixtures.
- 'Spring clean' of classrooms and buildings during school holiday periods.
- Assist the Technology faculty by supervising students safety in class time, instructing students how to use specialised equipment, cutting and preparing materials such as wood and plastic for class use.

OTHER DUTIES

- Attend non-teaching staff meetings and team meetings as required
- Other duties as required by and negotiated with the Principal, Business Manager and Property Manager.
- Undertake regular professional learning to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role.
- Support and comply with the implementation of Kolbe's Child Safe Policy and Code of Conduct, and other College policies and procedures relating to child safety.
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

POSITION CLASSIFICATION:

- Position: Grounds and Maintenance Manager
- Remuneration: In line with CEMEA 2022 – Category A
- Tenure: Full time ongoing.
- Review - a performance review process will be developed based on a self and peer appraisal.

KEY SELECTION CRITERIA

- Knowledge and understanding of the operation of a secondary school, and an appreciation of the reliance that is necessary on the Maintenance Department.
- Sound working knowledge of legislative requirements of OH&S and building regulations.
- Wide ranging skills/experience in a number of trade areas e.g. carpentry, plumbing, landscaping, horticulture, electrical / audio visual.
- Driver's Licence and experience using mechanical machinery (ie lawn mower and grounds equipment).
- Appropriate communication skills and ability to work effectively with a range of people.

- Excellent organisational and planning skills.
- Ability to manage, maintain and monitor a variety of records and logs, and act on exceptions in an appropriate and timely manner.
- Acts in a professional and courteous manner at all times.
- Ability to analyse problems and determine an appropriate course of action.
- Possess a high level of written and verbal communication skills.
- Presents appropriately, following dress code, as required.
- Keeps privileged information, to which he/she is privy by virtue of the employment position, confidential.
- Proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.
- Proves capability in team membership, mutual support, common goal development and achievement.
- Able to obtain a Police clearance and Working with Children Card.
- Generosity of spirit, optimism and enthusiasm