



## Role Description

<b>Title:</b>	<b>Groundsperson</b>	<b>Location:</b>	Toowoomba
<b>Reports to:</b>	Facilities Coordinator	<b>Classification:</b>	Services Staff Level 3
<b>School:</b>	St Mary's College	<b>Tenure:</b>	Continuing, Full Time

### 1.0 Purpose

The Groundsperson (Level 3) assists the Principal, Business Manager and Facilities Coordinator in the management and maintenance of facilities, grounds and equipment within the college property.

### 2.0 Experience and qualifications

#### Essential

- relevant tertiary qualification at certificate level or trade qualification or a minimum of 2 years' experience in a similar role
- Agricultural Chemical Distribution Control (ACDC) licence or willingness to obtain one
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- the ability to relate well to children and adults
- experience in labouring and operation of some machinery
- the ability to work in a team environment, using initiative and with minimal supervision
- demonstrated experience working with the Microsoft suite of products
- effective relationship building and influencing skills
- empathy with the values and ethos of the Catholic faith

#### Desirable

- experience in the operation and maintenance of agricultural machinery
- a current Medium Rigid licence with experience driving coaches, buses or other heavy vehicles
- previous experience in a similar role would be an advantage
- possess a general construction induction training card (previously called a white card)

### 3.0 Key result areas

- 3.1 ensure the presentation and safety of college facilities, grounds, and equipment are of the highest possible standard by undertaking maintenance, as per scheduled requirements
- 3.2 complete administrative tasks and maintain accurate records pertaining to the role requirements
- 3.3 collaborate and communicate with other members of the college and members of directorates within TCS to ensure that high professional standards are met

- 3.4 contribute to and promote the development, alignment, attainment and review of the College Strategy and strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.5 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

#### 4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

#### 5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### Groundsperson (Level 3)

#### **3.1 Ensure the presentation and safety of college facilities, grounds, and equipment are of the highest possible standard by undertaking maintenance, as per scheduled requirements**

- work with the Facilities Coordinator to perform general tasks, grounds presentation, and small works projects; including (but not limited to) coordinating tradespeople, planning projects, and organising materials to complete construction projects
- ensure regular maintenance of equipment and tools according to manufacturers' instructions and warranty guidelines
- maintain the presentation of college grounds by carrying out scheduled maintenance; including (but not limited to) the front of college; driveway and entrance; walkways; line marking; and all other aspects of the college's presentation
- maintain all college playgrounds; including the upkeep of soft fall materials and sand
- work with the Facilities Coordinator to organise registered tradespeople to complete repairs and maintenance tasks that are outside of the qualifications and abilities of the incumbent
- maintain college grounds to a high standard by planning and actively undertaking various tasks, as scheduled and required; including (but not limited to) fertilising, mowing, whipper snipping, gardening, tree trimming, hedging, and removing rubbish
- distribute chemicals for the control of weeds on school grounds in accordance with the Agricultural Chemicals Distribution Control (ACDC) Act, 1966
- maintain ovals, lawns and gardens; including the installation and maintenance of irrigation equipment

#### **3.2 Complete administrative tasks and maintain accurate records pertaining to the role requirements**

- prepare maintenance reports and work completion schedules on time and when required
- complete maintenance and inventory control documentation to a standard compliant with environmental health and safety practices for hazardous substances, chemical, and fuel storage and handling
- report graffiti and damage to college property to the Facilities Coordinator and College Leadership Team
- control and maintain stores and complete stock control activities
- attend professional development as appropriate; including training to gain and/or maintain qualifications to hold an Agricultural Chemical Distribution Control (ACDC) licence
- attend meetings as required

#### **3.3 Collaborate and communicate with others to ensure that high professional standards are met**

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with stakeholders and work collaboratively with stakeholders

#### **3.4 Contribute to and promote the development, alignment, attainment and review of the College Strategy and strategic goals for TCS**

- contribute as a member of the college to achieve the strategies set out in the College Strategy and the TCS Strategic Plan
- document and report on the progress of initiatives in the College Strategy and the TCS Strategic Plan as required

**3.5 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the College Strategy, TCS Strategic Plan or other directorate strategies
- complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line manager/s or their nominated delegates