

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	Groundsperson
Classification	Services Staff Level 3
Agreement	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
Reports to	Principal or delegate

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The Groundsperson supports the Principal, Business Manager, and Maintenance Manager in the upkeep and management of the College's facilities, grounds, and equipment. The role also includes supporting the daily operation of the College bus, as required.

Key duties and responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below.

- 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 Maintenance Manager 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 Maintenance Manager 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

We value



Dignity



Potential



Life

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Belief in a better world

- 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 Maintenance Manager 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. 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
- 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
- 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
 - duties may also include driving the College bus on a daily basis
 - complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line manager/s or their nominated delegates

About you

To achieve in this role, you will be required to demonstrate the following.

Eligibility criteria

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

We value



Dignity



Potential



Life

Desirable

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

Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- experience in labouring and the operation of some machinery
- the ability to work in a team environment, using initiative and with minimal supervision
- the ability to relate well to children and adults
- demonstrated experience working with the Microsoft suite of products
- effective relationship building and influencing skills

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.