ESO – Gardener / Grounds Maintenance

Position Information Document
Position No HR/ES 55

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>ESO – Gardener / Grounds Maintenance</td>
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<tr>
<td>Employment:</td>
<td>Part Time Permanent</td>
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<tr>
<td>Grade:</td>
<td>Grade 2 (Services Stream)</td>
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<tr>
<td>Commencement Date:</td>
<td>To be determined</td>
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<tr>
<td>Full Time/Part Time:</td>
<td>30 hours per week (7.00am-1.30pm – 5 days a week)</td>
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<td>Weeks worked per year:</td>
<td>48</td>
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<td>Responsible to:</td>
<td>The Property &amp; Services Manager and ultimately the Principal.</td>
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Key Working Relationships

- Property & Services Manager
- Grounds & Maintenance Team
- Principal
- College Staff
- Students
- Parents, contractors and visitors to the College

1. Summary of Responsibilities

The Gardener/Grounds Maintenance person will maintain College property, buildings, equipment and grounds/gardens to a high standard of appearance and safety, working collaboratively with the Ground Staff Team.

The presentation of the grounds of the school and associated Sports Fields are required to meet the expectations of management and in keeping with the amenity of the environment and the image of the school.

The Gardener/Grounds Maintenance person is required to perform assigned tasks in an autonomous manner; will be required to be self-directed, to plan and prioritise tasks under the general direction of the College Property & Services Manager.

2. Knowledge & Requirements

2.1 Relevant experience in working in a team environment within a Grounds/Gardening environment. A relevant Trade Certificate will be highly regarded.
2.2 A thorough knowledge of all aspects of grounds and lawn maintenance.
2.3 Sound knowledge in managing resources needed to maintain grounds, gardens and recreation areas.
2.4 Physically capable of:
- Moving furniture
- Working at heights – roof access, gutter cleaning etc.
- Set-up of displays and exhibitions
- Operating a range of outdoor machinery – such as mowers, tractors, blowers and vacuums.

2.5 A good understanding of WH&S practices, appropriate Policies, Standards and Codes of Practice and Safe work instructions, particularly those related to worker and student safety.

2.6 Acceptance, respect and understanding of the Catholic tradition, culture and ethos of the College.

2.7 Possess good communication skills, to be able to communicate effectively at appropriate levels within the organisation and at all levels with the students, staff, public and other customers affected by works under his/her control.

2.8 Proven time management skills, ability to prioritise and work to tight deadlines with competing priorities.

2.9 Display initiative.

2.10 Ability to work cooperatively with a small team with minimal supervision.

2.11 Current SA Drivers Licence.

2.12 Basic First Aid course or equivalent (training will be provided as required).

2.13 Current Police Clearance to work in Catholic Education SA.

2.14 Approved Reporting Child Abuse and Neglect or equivalent (training will be provided as required).

3. Key Responsibilities/Duties

3.1 Ensure by personal work or through providing assistance to others, that grounds, gardens and recreation areas are kept neat and tidy. This may include:
- Lawn mowing, scarifying and edging lawns
- Fertilizing
- Planting / Pruning / Weeding / Watering
- Vacuuming / Sweeping allocated grounds area
- Light engine and machinery maintenance
- Landscaping and Garden planning in collaboration with Property & Services Manager and team.
- Assist with the maintenance of Irrigation Systems
- Assist with any Turf Renovations.

3.2 The maintenance and general repairs of buildings externally and internally. Practical duties may include:
- Scheduled and designated tasks, or reactive maintenance tasks requiring self-direction, planning and prioritising those tasks without direction.
- Moving furniture, making deliveries.
- Event setup and clean-up.
- Light engine and machinery maintenance
- Cleaning of gutters and drains
- Maintenance of general facilities, fixtures and fittings, fencing, gates, paths, roadways, furniture and other structures as required ensuring a clean, safe, secure and functional environment for staff and students at Mercedes College.
- General checking and testing programmes.

3.3 Other duties as directed by the Property & Services Manager or Principal.

3.4 All College staff are required to adhere and assist in the maintenance of WH&S requirements within Mercedes College as per Appendix 1.
This Position Information Document accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

Signed (Principal or Delegate) ___________________________ Date ____________
Signed (Employee) ___________________________ Date ____________

Role review date ___________________________

Performance review date ___________________________

Review Dates

• The employee must undertake performance review on a biennial basis.
• On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.
**APPENDIX A – Work Health & Safety**

**Commitment**
- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

**Legal and Policy Requirements**
- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

**Plans and Budgets**
- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

**Performance and Training**
- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

**Risk Management and Hazard Control**
- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

**Incident Reporting and Investigation**
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

**Consultation**
- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

**Monitoring**
- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.