

Position Information Document

POSITION TITLE	Sole Grounds/Maintenance Officer
ESO GRADE	4
ESO STREAM	Services
EMPLOYMENT TYPE	Permanent
HOURS PER WEEK	37.5
WEEKS PER YEAR	48

Key Working Relationships

- Principal / Deputy Principal
- Business Manager
- Work Health & Safety Coordinator
- Staff, Students and Contractors, as appropriate

Broad Purpose

The Sole Grounds/Maintenance Officer is responsible for undertaking and ensuring the effective oversight of a broad range of activities to ensure school buildings, grounds and facilities remain in good order and that the plant, equipment and other aspects of the school's physical environment are safely administered and maintained as per Work Health & Safety requirements.

D U T Y S T A T E M E N T

Duties include, but not limited to:

Maintenance and Grounds

- In conjunction with the Business Manager. Develop an annual work program for the school site which incorporates both future development and continued maintenance.
- Ensure the operation and maintenance of all equipment in accordance with the maintenance schedule and work register.
- Ensure maintenance tools and equipment remain in good condition, repair and source repairs/replacements, in accordance with school purchasing requirements and budgets.
- Facilitate and/or undertake the upkeep of all grounds-related activities including lawns, landscaping, irrigation systems, play areas, fencing, paths/roadways, sporting equipment etc.
- Maintain grounds and maintenance equipment, providing recommendations for new or replacement equipment, as appropriate.
- Ensure compliance with all relevant administrative, financial and WHS practices, systems, and procedures.
- Liaise with and engage contractors (i.e. tradespeople and job specialists), obtain quotes, obtain appropriate documentation including DHS - Working with Children's checks,

review contracts and monitor, administer and facilitate activities to ensure project and contract obligations are successfully achieved.

Work Health & Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Actively contribute to and support the school's WHS Coordinator.
- Ensure adequate protective clothing and equipment is available and properly utilised.
- Ensure contractors/sub-contractors providing grounds and/or maintenance services hold current and appropriate licences and insurance for the work they are undertaking and are properly inducted with WHS requirements.
- Ensure WHS inspections and audits are carried out, and take appropriate corrective actions, as required.
- Participate in any WHS-related activities, as required.

General Duties

- Undertake any required training or development activities.
- Actively engage in regular performance reviews.
- Undertake any other duties as required by the Principal or Business Manager.
- Lock and unlock all external school gates daily.

P E R S O N S P E C I F I C A T I O N

- A commitment to uphold and contribute to the Catholic ethos of the school.
- A positive can-do attitude in regard to balancing a workload of multiple tasks.
- Demonstrated comprehensive technical skills and experience in building and grounds maintenance including the ability to apply trade skills in construction, maintenance and repair tasks using precision hand and power tools and equipment.
- Gardening maintenance skills, knowledge, and experience, including garden and turf management.
- Knowledge, ability and experience in safely and responsibly operating minor plant and equipment, e.g. chain-saw, leaf blower, lawn mower, edge trimmer etc.
- Strong computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports, as required.
- High level interpersonal and communication skills to interact professionally and work collaboratively and cooperatively with all members of the school community, contractors, and visitors.
- Demonstrated ability to take initiative, give and take direction effectively to others as well as take responsibility for own outcomes in relation to areas of responsibility, specified quality and WHS standards.

- Work with little or no guidance and utilise a high degree of initiative, discretion, and capacity to self-manage and be responsible for own outcomes.
- Ability to analyse, diagnose, design, and implement solutions across a broad range of functions within areas of responsibility.
- High level organisational skills including flexibility, prioritising and ability to calmly lead and respond to challenging situations in a measured manner.
- Lead and demonstrate best practice WHS at all times.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace including wearing appropriate personal protective clothing to fulfil role requirements.

S P E C I F I C R E Q U I R E M E N T S

- Experience in a school maintenance role or similar position.
- Manual Handling
- WHS including Hazard Management & Job Safety Analysis - Hazard Awareness.
- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- Able to undertake specific training relevant to role e.g. working at heights, safe work on ladders etc.
- An awareness of building regulations and relevant statutory requirements.
- Availability to respond to/return to school to attend to service and/or security matters out of hours, when required. This will be paid for accordance with our Enterprise Agreement.

W O R K H E A L T H & S A F E T Y

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety

- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.