

## Position Information

<b>Position</b>	<b>Grounds and Maintenance Officer</b>
<b>Employment Status</b>	Permanent   Full-Time FTE 1.0
<b>Work Allocation</b>	Days (Mon - Fri)   Between 7:30am and 5:00pm As rostered by the Property Manager
<b>Position Type</b>	Non-Teaching
<b>Position Grade</b>	Grade 3
<b>Stream</b>	Education Support Officer – Resources Stream
<b>Special conditions</b>	Out of normal hours may be required at times.

## About Blackfriars

Blackfriars is an independent Catholic school under the governance of the Friars of the Dominican Province of the Assumption, committed to providing a well-rounded education – academically, socially, emotionally, physically, and spiritually – that caters specifically to the needs of boys.

Since its establishment in 1953, Blackfriars has provided an inclusive and progressive educational environment where students have every opportunity to find their way in the world. We develop young men who seek truth in life, walk with confidence and purpose and are inspired by the four pillars of Dominican life – Prayer, Study, Community and Service

Blackfriars provides more than 750 students from Reception to Year 12 with modern facilities, outstanding resources, world-class tuition, and opportunities to explore and question, develop confidence in their abilities and identify and excel in their natural strengths.

The only school in Australia founded by the Dominican Friars, Blackfriars remains faithful to the search for truth – *veritas* – as lived and taught by Dominicans across the world for the past 800 years. This search follows authentically in the footsteps and foundations described by St Dominic himself, and by the school's patron, St Albert the Great.



## Reporting Relationships

- Operational Manager: Property Manager
- Executive Manager: Business Manager
- Appointment Authority: Principal

## Context

The Grounds and Maintenance Officer is responsible for carrying out a wide range of activities to ensure school buildings, grounds and facilities remain safe and in good working order and that the plant, equipment and other aspects of the school's physical environment are correctly administered and maintained as per Work Health & Safety requirements.

## Responsibilities

Duties include but are not limited to:

- As per the maintenance program, monitoring, scheduling and supervising a range of property services functions.
- Ensure general repairs and maintenance to buildings, fittings, and fixtures occurs in a timely manner to meet functionality and safety requirements.
- Support building projects and activities as applicable including responsibility.
- Exercise high level trade skills using various equipment and to fulfil the grounds and maintenance requirements.
- Contribute to the development of operational policy in area of responsibility.
- Ensure maintenance tools and equipment remain in good repair and source repairs or replacements, as authorised.
- Responsible for the upkeep of school grounds including lawns, landscaping, irrigation systems, play areas, fencing, paths, roadways and sporting equipment.
- Maintain documentation as required for administrative, financial and WHS purposes.
- As directed, collaborate with authorised contractors, including tradespeople and other specialists.
- Actively assist in workplace inspections including identifying and remediating workplace hazards and report preparation.
- Ensure timely corrective routine maintenance tasks occurs in response to necessary, emergency or critical situations which may include out of hours.
- Undertake routine security duties including responding to alarms, which may include out of hours, following emergency procedures, and preparing incident reports.
- Actively engage in school activities, training and performance reviews.
- Undertake any other duties as required by the Principal.



## Person Specification

- Commit to upholding and actively contributing to the Catholic Dominican ethos of the school.
- Demonstrated full technical competence and experience in building and grounds maintenance, including applied skills and knowledge of some depth in construction, maintenance, and repair activities.
- Demonstrated gardening maintenance skills, knowledge, and experience, including garden and turf management.
- Comprehensive computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports.
- Ability to interact professionally, be a positive team member and/or leader, and effectively liaise with all members of the school community, contractors, and others.
- Strong interpersonal and communication skills, with ability to receive direction covering broader technical aspects of work and supervise others undertaking practical activities.
- Ability to competently work under a low level of direct supervision (but subject to direction), take responsibility for own outcomes in relation to specified quality standards and assume significant initiative and responsibility relevant to area of work function.
- Experience in applying solutions to a range of problems and analysing and planning approaches to technical problems associated with area of responsibility.
- Demonstrated ability to operate within a budget and locate, analyse and evaluate information from a variety of sources to achieve work priorities.
- Strong organisational skills, including planning, scheduling, and prioritisation of work tasks to deliver required work outcomes safely and within identified timelines.
- Flexibility to be contactable and available out of hours to undertake necessary security and maintenance duties as required.
- Monitor and apply safe work practices for all tasks.
- 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, in particular, appropriate personal protective clothing to fulfil role requirements.



### Specific Requirements

- Certificate IV accredited trade qualification e.g. electrical, plumbing, horticulture, carpentry, etc.
- Manual Handling
- WHS including Hazard Management & Job Safety Analysis - Hazard Awareness
- Working at Heights
- Herbicide / Pesticide Training.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.
- Co-operate 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.
- Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

### Work Health and Safety

All employees are expected to:

- Perform the above duties in line with any safe work practices and processes and conduct oneself at work in a manner that is safe to self and others.
- Be familiar with and understand WH&S policies of the School.
- Report all hazards, incidents, accidents when witnessed, in accordance with the School's WH&S policies and procedures.
- Complete WH&S education and training modules, as required.
- Use correctly any equipment provided for health or safety purposes.
- Follow reasonable instructions given by the School, in relation to health and safety at work.

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.



### Acknowledgement

I have read and understand the requirements of this position and acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive list of all responsibilities and tasks.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
David Ruggiero

Probationary Review Date: \_\_\_\_\_

Performance Review Date: \_\_\_\_\_

Position Review Date: \_\_\_\_\_