



**Marist-Sion College – Warragul**

# Position Description

## Grounds Maintenance Officer

*'Known and Loved: Dignity for All'*

*Every student is known, valued and loved as an individual here at Marist-Sion College.*

*Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.*

*Our mission is to provide an **innovative education** which **integrates faith, learning and life** in a **welcoming community**.*

### STATEMENT OF DUTIES

<p><b>Position Summary</b></p>	<p>The Grounds Maintenance Officer main responsibilities are to carry out the upkeep and beautification of the College's grounds with a passion for high standards, the role will complete general ad hoc duties to enable the College to operate in a safe and functional manner.</p> <p>The Grounds Maintenance Officer is appointed by the Principal and is responsible to the Building and Maintenance Supervisor. The Grounds Maintenance Officer is required to undertake a broad range of tasks to support the needs of Marist- Sion College.</p> <p><b>FTE &amp; Position Type:</b> Full Time and Ongoing  <b>Classification level:</b> Level range 2-3  <b>Employment Category:</b> Category A - Support Services Employee  <b>Campus Location:</b> Warragul  <b>Award:</b> Victorian Catholic Education Multi-Enterprise Agreement 2018</p>
<p><b>Organisational Relationships</b></p>	<p><b>Reports to:</b> Building and Maintenance Supervisor  <b>Direct Reports:</b> Nil  <b>Internal Liaisons:</b> Leadership Team, Students and Staff of the College  <b>External Liaisons:</b> Members of the College Community and General Public</p> <p><b>Facilities and Maintenance Team</b>          Facilities Manager          Facilities Officer          Projects Administration Officer          Building and Maintenance Supervisor          Grounds Maintenance Officer/s          Maintenance Officer/s</p>
<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Daily preparation and maintenance of College gardens, ovals and paddocks as directed by the Building and Maintenance Supervisor., including daily blowing of paths and courts.</li> <li>• Safe use and application of chemicals for gardening purposes, ensuring strict OH&amp;S compliance at all times.</li> <li>• Source cost effective materials, machinery, plants and trees.</li> <li>• Maintain and service grounds machinery.</li> <li>• Operate a tractor and other grounds equipment as required for grounds maintenance.</li> </ul>

## STATEMENT OF DUTIES

	<ul style="list-style-type: none"> <li>• Maintain tree audits (annualZ).</li> <li>• Attend regular team meetings.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Be open to professional development in your area of work.</li> <li>• Be open to researching areas of interest relevant to directions provided in the College's strategic plan.</li> <li>• Continue to develop ICT skills on platforms to support work.</li> <li>• Knowledge of OH&amp;S laws and regulations.</li> <li>• Safe use of machinery.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Support the Catholic Identity of the College.</li> <li>• Understand the relevant compliance imperative.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Assist with disaster response tests such as evacuations and lockdowns.</li> <li>• Act as a Warden in the event of an emergency response.</li> <li>• Attend staff meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Other duties as directed.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Skilled Gardener</li> <li>• Building and Maintenance knowledge</li> <li>• Reliable and responsible</li> <li>• Knowledge of OH&amp;S laws and regulations</li> <li>• Good team working skills</li> <li>• Good communication skills</li> <li>• Ability to cope with physically demanding situations</li> <li>• Ability to work autonomously and within a team</li> </ul>

*Updated June 2022*

# Selection Criteria

## Grounds Maintenance Officer

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none"><li>Ability and willingness to support the College's Catholic ethos.</li></ul>
2. Commitment to Child Safety	<ul style="list-style-type: none"><li>A demonstrated understanding of child safety.</li><li>A demonstrated understanding of appropriate behaviours when engaging with children.</li><li>Be a suitable person to engage in child-connected work.</li><li>Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li></ul>
3. Education and Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>Trades Certificate III and relevant field experience.</li><li>Be physically fit and able, as some heavy lifting will be involved.</li><li>A minimum of Certificate 2 in First Aid is essential (the College will provide this training if necessary).</li><li>COVID-19 Vaccination Information.</li><li>Previous experience in horticulture or gardening maintenance trades.</li><li>A current motor vehicle driver's license.</li><li>Ability to operate a tractor and other grounds equipment.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>Experience working in a School or Higher education setting.</li></ul>
4. Ability to work autonomously and as part of a team.	<ul style="list-style-type: none"><li>Ability to respond to instruction</li><li>Reliability</li><li>Collaboration</li><li>Perseverance</li></ul>
5. Understanding of OHS practices and procedures.	<ul style="list-style-type: none"><li>Familiarity and experience with following OH&amp;S procedures.</li><li>Commitment to safe practices.</li></ul>
6. Customer service skills	<ul style="list-style-type: none"><li>Customer service skills which demonstrate a courteous and approachable demeanour.</li><li>Deliver and respond to maintenance requests in a timely manner.</li></ul>

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