

POSITION DESCRIPTION

Position:	Grounds and Maintenance Assistant
Reporting to:	Facilities Manager
Department:	Facilities Services Department
Date:	October 2021

Primary Purpose

The Grounds and Maintenance Assistant is responsible for assisting with the maintenance of the buildings, gardens, and grounds of the School. The Grounds and Maintenance Assistant is expected to display the School's vision, in relation to student welfare, public relations and customer service, in all dealings with both internal and external clients, external organisations and the School's various community groups.

Position in Context

The Grounds and Maintenance Assistant is responsible to the Facilities Manager, for the provision of a high standard of maintenance to all buildings, gardens and grounds within the school on a day to day basis it is the responsibility of the Grounds and Maintenance Assistant to inform The Facility Manager of all important enquiries an any potential issues that may arise in the course of the day.

Major Duties and Responsibilities

1. Gardening.

- Mow and renovate lawn and turf areas
- Assist with spraying the oval and surrounding areas with chemicals to control weeds
- Fertilise existing turf, lawns and gardens
- Assist to mark out playing fields as required programming of external gates as per function requirements
- Assist to mark the lines for car parking bays
- Assist with the overall presentation of the grounds as directed by horticultural Staff
- Assist with the daily removal and disposal of rubbish as required

2. Maintenance

- Assist with minor repairs to buildings, fittings and fixtures
- Assist with the unblocking of sinks, toilets, of a minor nature
- Assist with the removal of graffiti from furniture, buildings, grounds and fixtures
- Replacement of door and clock batteries

3. General Duties including Farm duties

- Assist with the movement of goods, equipment and furniture as required around the school
- Assist with farm duties & live stock
- Other duties as directed by the Facilities Manager or Assistant Facilities Manager.

4. Competencies Required

- Have a good practical knowledge of gardening and landscaping Be able to carry out safe working practices with a minimum of supervision
- Have a practical knowledge of general maintenance
- Be able to carry out safe working practices with a minimum of supervision
- Hold a current drivers licence
- Be organised, self-motivated and flexible
- Commitment to excellent customer service
- Collaborative team member
- Courteous and friendly manner
- A current valid Working With Children Check or willingness to obtain.
- Basic Computer skills including MS office suite.

OH&S

employees are responsible for:

- Carrying out their duties in a manner that does not adversely affect their health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided concerning OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Facilities Manager
- Correctly using any information, training, personal protective equipment, and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

I have read and acknowledge the requirements of this position.

Signed..... Date.....