



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

## COLLEGE GROUNDS MAINTENANCE OFFICER

<b>Title</b>	College Grounds Maintenance Officer
<b>Classification</b>	Full-Time
<b>Category</b>	Category A Remuneration Commensurate with Experience and Qualifications
<b>Length of Appointment</b>	On-going
<b>Reports</b>	Principal Deputy Principal Staff and Operations College Property Manager
<b>Conditions</b>	Victorian Catholic Education Multi Enterprise Agreement 2018

### Purpose of Position

The key role of the College Grounds Maintenance Officer is to facilitate the upkeep of the College grounds. The position requires a high attention to detail and the capacity to work autonomously to complete required tasks in a timely and efficient manner. The College Grounds Maintenance Officer will work effectively as part of the College Property Team to ensure the College is consistently well presented, serviced, maintained and compliant with legislative requirements.

The College Grounds Maintenance Officer will establish a strong rapport with the College community and offer service which is exemplary, reliable and in line with college values and operational principles.

The College Grounds Maintenance Officer is a member of the College Support Staff working within Catholic Regional College Caroline Springs. All members of staff are expected to take responsibility for the wellbeing of students at the College and to provide support to all members of the College community.

### Key Contacts

- Principal
- Business Manager
- College Property Manager
- Deputy Principal Staff & Operations
- College Operations Team
- Occupational Health and Safety Committee
- College Property Team

### Catholic Regional College Caroline Springs

P: (03) 9217 8000

A: 10 College St, Caroline Springs, VIC 3023

P: P.O Box 3198, Caroline Springs, VIC 3023

W: [www.crccs.vic.edu.au](http://www.crccs.vic.edu.au)

E: [enquiries@crccs.vic.edu.au](mailto:enquiries@crccs.vic.edu.au)

## **Key Duties and Responsibilities**

### ***Grounds Maintenance***

- All aspects of Ground Maintenance in the College, including providing recommendations and assistance in College landscaping projects.
- Responsibility for maintaining all College gardens, oval spaces and artificial turf surfaces
- Undertaking daily ground maintenance, including but not limited to:
  - planting
  - pruning
  - small landscape installations
  - mowing / brush cutting
  - pest and disease identification and management
  - irrigation installation and management
  - weeding

### ***General Maintenance***

While the primary responsibilities of the College Grounds Maintenance Officer is to oversee the maintenance of the College grounds, they are also responsible for general day-to-day maintenance tasks around the College, including but not limited to;

- Assisting the Property Manager in the day to day maintenance by providing minor maintenance and repairs to College buildings, assets, equipment, furniture and fittings.
- Using the College MyMaintenance Platform to action and prioritise maintenance requests and calendar events for set-up of College assemblies, masses, exams etc.
- Liaising and promptly reporting on maintenance which is beyond the scope of the position such as tree safety, engineering issues, air-conditioning/heating, plumbing, electrical and glass repairs, etc.
- Assisting the Property Manager with co-ordination of tradespersons and contractors ensuring OH&S and safe work standards are always met.
- Ensuring, so far as is reasonably practicable, all work is performed in accordance with OH&S Act 2004, codes and Australian Standards minimising waste of materials and time.
- Proactively identifying maintenance issues then rectify/initiate remedial action.
- Working in collaboration with other members of the College Property Team and providing support as appropriate.
- Securing College buildings and gates when required.
- Attending to after hours call outs when required.
- Assisting with the setup of College events (including setting up staging and seating where required).
- Other duties as allocated by the Principal, Deputy Principals or Property Manager.

## Other Requirements

All members of staff at Catholic Regional College Caroline Springs are expected to:

- Be supportive of the Catholic ethos of the College
- Model behaviour, which is appropriate in a Catholic school
- Adhere to Safeguarding Standards of the College
- Convey to the public a positive image of the College
- Be helpful and welcoming to visitors and members of the community
- Abide by all Policies and Procedures of the College
- Be committed to professional growth and development of excellence.

## General Qualifications & Experience

- Valid Working with Children Check
- National Police Check
- Driver's License
- Experience in the grounds maintenance industry
- Strong horticultural knowledge
- Manual drivers license

*Desirable, but not essential:*

- Experience in a School Maintenance environment
- Trade Qualifications
- Horticulture Qualification (or studying one)
- Experience in the use of Facilities Maintenance technology (such as MyMaintenance)

## Knowledge and Skills

- Excellent written and verbal communication, with an ability to communicate and interact positively, effectively and professionally with staff, students, parents and visitors to the College
- Excellent demonstrated organization of tasks and ability to prioritise effectively
- High level initiative and flexibility, with the ability to respond to the changing demands of the position
- Ability to work independently and collaboratively as part of a team.
- Demonstrated relevant experience and record of successful performance in a general maintenance, landscaping, construction or similar role is well regarded.
- Practical and sound knowledge of buildings and grounds maintenance methods.
- Comprehensive knowledge of the use and care of tools and equipment.
- Sound knowledge of cleaning, grounds and maintenance chemicals.
- Skills and experience in the use of a variety of equipment, garden tools and motor driven equipment.
- Demonstrated ability to work both independently without supervision and within a collaborative team environment.

## **Personal Qualities**

- A courteous and professional manner and presentation
- Empathy and cultural awareness
- Reliability and punctuality
- Discretion and an ability to maintain high levels of confidentiality
- A capacity and genuine desire to learn and apply new skills
- Ability to remain calm under pressure.

## **Child Safety**

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

## **Final Statement**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.