Position Description

Title of Position:	Grounds and Maintenance Officer
Department:	ESO – Grounds & Maintenance
Reports to:	Principal/Business Manager/WHS Officer
Stream:	Services
Classification:	Grade 2
Number of Direct Reports:	Choose an item.

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

POSITION OVERVIEW

The Grounds and Maintenance Officer works under the general supervision of Anthony Filpi, Business Manager and is responsible for carrying out a range of activities to achieve the effective maintenance of school buildings, grounds and facilities, as per Work Health & Safety requirements.

SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Business Manager
- Team members
- Students, staff and contractors

KEY RESPONSIBILITIES

Duties include, and not limited to:

- Assist in performing a range of routine tasks as outlined in the grounds and maintenance schedule, as directed, and in a timely and competent manner.
- Under guidance from the line manager, source and liaise with specialist licensed providers or contractors as required to facilitate for more complex tasks and activities to occur, ensuring site inductions and other compliance requirements are met.

- Perform gardening duties such as planting, sowing, weeding and preparing garden beds and rockeries including competent and safe use of hand-held power equipment such as blowers and lawn edgers.
- Maintain gardens, sports grounds and/or facilities which includes used of accredited trade skills in areas such as horticulture, gardening, or the maintenance of sports grounds.
- Safely operate, maintain, and adjust turf machinery.
- Competently and safely operate ride-on powered machinery such as lawn mowers.
- Perform maintenance and cleaning of gardening tools and equipment in accordance with the manufacturer's instructions and safe working protocols.
- Apply trade skills in construction, maintenance and repair tasks safely using precision hand and power tools and equipment.
- Undertake a broad range of general duties including carrying out routine repairs and maintenance activities and collecting/delivering/transporting equipment and materials as required.
- As per the rubbish/recycling removal schedules, ensure rubbish and recycling bins are ready for collection/emptying, then cleaned and returned when empty.
- In consultation with line manager and WHS Coordinator, assist with workplace inspections and actively identify and remediate workplace hazards, including report preparation as appropriate.
- In consultation with the Principal (or delegate), undertake timely corrective routine maintenance tasks in response to necessary, emergency or critical situations which may include out of hours.
- As required, 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, required training and professional reviews.
- Undertake any other duties as required by the Principal.

Work Health & Safety

- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Assist with undertaking safety inspections and audits and action/follow-up/report as applicable.
- Utilise adequate protective clothing and equipment when required.
- Assist contractors with familiarity of school facilities and WHS inductions.
- Participate in any role related WHS-related activities.

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrate relevant theory and practical skills, knowledge and experience in building and grounds maintenance and use of standard machinery, tools, and equipment.
- Knowledge and experience of general garden and turf management.

- Demonstrated knowledge and experience to safely and responsibly operate minor plant and equipment, such as chain-saw, leaf blower, ride-on lawn mower and edge trimmer.
- Sound computing skills and knowledge and able to utilise Microsoft Office products to create standard correspondence and reports.
- A demonstrated ability to work collaboratively and cooperatively with others as a positive team member.
- Good interpersonal and communication skills and ability to safely and responsibly take direction and respond appropriately.
- Work under general supervision and apply a range of well-developed skills to a variety of predictable and occasional unpredictable problems, within scope of position, seeking guidance and instruction as applicable.
- Ability to interpret available information using discretion and judgement and taking responsibility for own work outcomes to specified standards.
- Good organisational and time management skills to carry out required tasks in a timely and competent manner.
- Sound computing skills and knowledge specifically using Microsoft Office (i.e. Outlook, Word, Excel).
- Sound understanding of and active commitment to always apply safe work practices.
- Flexibility to be contactable and available out of hours as required to undertake necessary security and maintenance duties as required.
- Demonstrated understanding and compliance of professional boundaries.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, using appropriate personal protective clothing to safely fulfil role requirements.

ROLE REQUIREMENTS

- Qualifications/training/experience in:
    - Certificate III in horticulture or gardening, or technical trade experience/or relevant experience
    - Manual Handling
    - WHS including Hazard Management & Job Safety Analysis - Hazard Awareness
    - Working at Heights (Not applicable at this time)
    - White Card (Not applicable at this time)
    - Safe Chainsaw Operation (Not applicable at this time)
    - Herbicide / Pesticide Training (Not applicable at this time)
- 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.

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.