

POSITION DESCRIPTION
MAINTENANCE / GROUNDSPERSON
ST JOHN FISHER COLLEGE
BRACKEN RIDGE

Pay Scale Equivalent: Greenkeeping Award Level 6, Brisbane Catholic Education EBA

ROLE:

The Maintenance / Groundsperson supports the College's teaching and learning activities and other operations through a range of activities, including:

- Organising timely responses, in person, or by arranging external contractors, to attend to maintenance requests;
- Facilitating venue setups and movement of equipment as required;
- Taking pride in presenting well maintained gardens and grounds for students, staff and visitors to enjoy;
- Assisting the Business Manager to meet the College's Workplace Health and Safety obligations.

Commencing in 2014, the College will undertake a significant building program which will be complemented by the implementation of a landscaping master plan. These projects will create a unique opportunity for the Maintenance / Groundsperson to be part of a process which will ultimately change the face of the College.

QUALIFICATIONS:

The Maintenance / Groundsperson will have demonstrated proficiency in undertaking a range of grounds and building maintenance tasks. The successful candidate will preferably have completed either a building related trade, or, will have completed certificates in horticulture / greenkeeping.

The Maintenance / Groundsperson will be a competent user of email, and should ideally have a sound working knowledge of Microsoft Word and Excel.

The following are also desirable, but not essential:

- Prior experience with a computerised maintenance software package;
- Possession of an "LR" (light rigid) vehicle licence (or higher) and/or previous bus driving experience.

CHARACTERISTICS:

The Maintenance / Groundsperson will take pride in supporting the College's teaching and learning activities by working with other College support staff to provide the best possible facilities and grounds for students, teachers, parents and visitors to the College.

The Maintenance / Groundsperson will:

- be committed to the principle of “continuous improvement’ and be expected to identify and discuss with the Business Manager opportunities for improving existing grounds and building maintenance processes within the College;
- be prepared to undertake relevant professional development provided by the College or Brisbane Catholic Education for their own role;
- be an effective communicator who is able to work as part of a small team without direct supervision;
- be able to demonstrate initiative and the capacity to appropriately prioritise tasks.

TYPICAL DUTIES/SKILLS:

Typical duties performed include, but are not limited to the following. Other duties may be delegated to the Maintenance / Groundsperson by the Principal or Business Manager from time to time.

Buildings and Facility Maintenance

Will respond promptly and effectively to staff maintenance requests and other tasks by:

- Regularly reviewing the maintenance log and communicating with the Business Manager;
- As delegated by the Business Manager, arrange for contractors to attend to maintenance requests which cannot be serviced by the Maintenance / Groundsperson or other College staff;
- Assisting in managing contractors (refer section on “Contractor Management” below);
- Assisting the Business Manager to develop a manual register of maintenance and other tasks requested by staff to ensure that all parties can track the status of each maintenance request.
- Assisting in implementing and operating a computerised maintenance request system which will potentially be introduced in 2015.

Undertake a range of recurring maintenance tasks, including:

- Climbing ladders to inspect and clear building gutters from debris;
- Dismantling and hosing out airconditioner filters;
- Arranging for year-end carpet steam cleaning;
- Inspecting classrooms each month to ensure that classroom furniture and fittings are in good repair;
- Cleaning windows and “pressure spraying” the exterior of single and multi-storey buildings, using scaffolds, cherry pickers, or hydraulic bucket trucks;
- Climbing step ladders to change light bulbs;
- Checking and ordering gas cylinder refills used for science and home economics classrooms.

The Maintenance / Groundsperson will assist the Business Manager to develop a programmed maintenance schedule for College, including identifying the frequency and costing of maintenance and minor building refurbishment tasks (eg painting of buildings, replacement of floor and window coverings) which need to be periodically undertaken (eg every month / year / every 10 years).

Undertake a range of day-to-day maintenance tasks, including:

- Use power and manual tools to undertake minor carpentry jobs;
- Patching small holes in walls or undertake minor “touch up” painting.

Grounds Maintenance

Undertake a range of day-to-day and seasonal tasks, including:

- Using backpack blower to blow leaves and debris from around buildings.
- Using whipper snipper and hedging shears to trim foliage.
- Using a water pressure sprayer to clean paved areas.
- Using ride-on and push mowers.
- Move and empty bins (using bin lifter) into bulk industrial bin.
- Construction and maintenance (eg weeding, pruning, watering, spraying, fertilizing, mulching) of gardens.
- Installation and maintenance of irrigation systems.
- May assist in the construction and maintenance of minor facilities eg paved areas, garden borders.
- Picking up rubbish / litter. The College does emphasise to students that they need to be responsible for their own litter, but the Maintenance / Groundsperson is responsible for ensuring that the campus is clean and tidy at the beginning and end of each school day.

Room / Venue Set up

Support the College’s learning and teaching activities and other operations by:

- Moving furniture and other pieces of equipment, of varying weights, between classrooms and / or storage locations.
- Erecting and dismantling basketball rings in the indoor sports hall (which requires the use of a ladder).
- Assisting in venue set-ups eg putting out and stacking chairs for assemblies, moving desks out of storage and setting up same in the indoor sports hall for exams; setting up and pulling down shade tents; setting up and putting down trestle tables.

Workplace Health and Safety

Assist the Business Manager in ensuring the College’s compliance with Workplace Health and Safety obligations, including:

- Attending relevant WHS professional development sessions run by Brisbane Catholic Education Office (BCEO).
- Taking responsibility for implementation of sections of the College’s WHS annual plan (as delegated by the Business Manager).
- Being a member of the College’s WHS Committee.
- Proactively identifying and managing hazards on the College campus.

- Holding, or be prepared to obtain, relevant certifications in chemical and equipment handling, etc.

Contractor Management

Where delegated by the Business Manager:

- Arrange for contractors to attend the College to undertake repairs / other works;
- Provide induction to new contractors concerning sign-in processes and Child Protection matters;
- Meet new contractors to show them where job is, or arrange for a campus map to be sent to contractors to show them job locations. This may also require the Maintenance / Groundsperson to occasionally meet contractors outside of normal working hours.
- Supervise work of tradesmen / contractors on site;
- Verify completion of contractor work and sign off contractor invoices.

Campus Security

- Act as an emergency contact for the College's security provider.
- Manage the issuance of PIN numbers to contractors and staff.
- Open and shut access gates each morning / afternoon.

Staff management

- Supervise part time or casual grounds / maintenance staff employed by the College from time to time.

Other

- Ensuring that College vehicles, including the College's 22 seat bus, and equipment used in grounds and building maintenance (eg mowers) are properly serviced and maintained.
- Ordering and receiving deliveries of supplies for grounds and general maintenance purposes.
- Moving delivered items to relevant staff areas / classrooms.
- Assist the Business Manager to develop and monitor annual budgets for grounds and building maintenance.

REPORTING AND OTHER RELATIONSHIPS:

Ultimately responsible to the Principal, the Maintenance / Groundsperson reports to, and works closely with, the Business Manager. The Maintenance / Groundsperson will also interact, professionally and courteously, with teachers, other support staff, contractors, parents and students.

INSTRUCTIONS FOR APPLICANTS

Applications for this position should include:

1. 1 page cover letter which:

- states why the applicant is applying for this position;
- highlights previous work experience which is relevant to this position;
- describes the applicant's commitment to the ethos and traditions of a Catholic school; and
- states whether the applicant holds a "Blue Card" or is eligible to apply for a Blue Card.

2. Resume which outlines:

- the applicant's previous work history and qualifications;
- the contact details of three referees.

Other documentation requirements, including the provision of a birth certificate or other proof of the applicant's eligibility to work in Australia, will be discussed with shortlisted applicants.

Please do not hesitate to contact Sarah Nowell at St John Fisher College on 07 3269 8188 with any queries.

*Completed applications should please be forwarded to
Sarah Nowell at*

[*sjfc@bne.catholic.edu.au*](mailto:sjfc@bne.catholic.edu.au)

or

*C/- St John Fisher College
John Fisher Drive
Bracken Ridge Qld 4017*

BY 4pm FRIDAY 4th APRIL 2014