



POSITION DESCRIPTION

Position: Grounds Officer

Classification: Grounds Person

Reports to: Grounds Coordinator

Tenure: Ongoing Full Time

The focus of the Grounds Officer is to maintain the Colleges grounds in a safe and attractive condition for staff, students and the public. In addition, as a member of the Facilities and Grounds support staff, to undertake a range of duties concerned with the College premises and ancillary duties to support the operation of the College, particularly in providing timely support for college events.

KEY RELATIONSHIPS: Staff, Facilities and Grounds Administrator, Grounds & Events Coordinator, Facilities & Grounds Manager, Director of Corporate Services

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

- Undertake grounds maintenance duties, e.g. Grass cutting, hedge trimming, shrub pruning, weeding and clearance of leaves
- Undertake horticultural operations, e.g. Ground preparation, planting, turfing, seeding and pruning
- Carry out general grounds works, repairs and servicing as required ensuring the secure and safe use of all College facilities
- Maintain college bitumen, brick paving and hardstand areas
- Keep entrances to the College, inside and out, clean and clear of obstructions at all times
- Undertake line marking duties
- Ensure the highest standards of work are achieved in an efficient and timely manner
- Attend to the daily collection of refuse and servicing of bins around the College
- Assist with logistics for co-curricular and College community functions
- Ensure work areas and maintenance areas are kept clean, tidy and secure at all times
- Assist with the erection and maintenance of sporting equipment when necessary
- Comply with College policies, procedures and maintain an active health and safety culture
- Undertake some overtime and weekend work
- Other duties as required

Role Requirements

- Able to competently operate: Ride-on Gang Mower, Ride-on Slasher, Push Lawn Mower, Whipper Snipper, Motorised Edger, Motorised Hedge Trimmer, Electric and Motorised Blower, Motorised Vacuum Machine, Line Marking Machine, Motorised and Electric Pressure Cleaner, Wheelbarrows, Trolleys
- Able to use pick, mattock, shovels, brooms, rakes
- Able to do trenching and change reticulation pipework and fittings as required
- Able to carry items/packages up to 20kg; May involve bending and twisting

- Able to climb stairs and ladders to 2.0m working height
- Able to operate back mounted spray unit of approx. 20ltr capacity

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Fit and able to carry out manual tasks in all conditions
- Demonstrated ability to operate and maintain horticultural equipment and apply safe working practices
- Strong mechanical aptitude for the operation and servicing of mowing and general grounds maintenance equipment
- Experience in the safe use and application of pesticides, insecticides, fertilizers, cleaning products and fuels
- Good interpersonal, written and oral communication skills.
- Ability to work collaboratively as part of a team
- "C" Class driver's licence

Desirable

- "MR" Class driver's license
- Trade Qualification
- Knowledge of turf management and reticulation systems

3. TERMS OF EMPLOYMENT

- 4 weeks annual leave
- Occasional evening and weekend work may be required
- Requirement to work rostered shifts
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: July 2024