

Selection Criteria and Position Description

Position Title: Part Time Grounds and Maintenance Officer 0.6 FTE

Commencement Date: To be confirmed

Responsible to: Principal

Applications Close: 3pm Friday 18 October 2019

Applications with supporting documents to be emailed to the Principal's Assistant:
janelleclarke@richmond.nsw.edu.au or delivered to the School Office

Selection Criteria

Essential Criteria:

1. Active participation in a local church and commitment to the Christian Faith.
2. Class C Drivers Licence.
3. Work Health & Safety (SafeWork NSW) General Construction Induction card.
4. Eligible to work in child related employment (not a prohibited person under the Act).
5. Good communication skills.
6. Experience in the operation of grounds maintenance and other small plant and equipment.
7. General maintenance skills.

Desirable Criteria:

1. Experience in the basic maintenance of small plant and equipment.
2. Current First Aid Certificate
3. Experience in the establishment, care and maintenance of gardens
4. Level 3 Chemical Accreditation

Personal Attributes

- Commitment to sharing the Christian Faith and objectives of the school.
- Have initiative and be self-motivated.
- Capable of assessing situations and making appropriate decisions.
- Punctual, reliable and trustworthy.
- Ability to relate to parents, visitors, businesses and members of the public.

Position Description

- To maintain the grounds of the school in a manner which promotes a positive image for the College's presentation.
- To undertake general maintenance requirements of the school.
- To implement WH&S requests within the school's reporting system.

Responsibilities include:

- Maintain the grassed areas of the school grounds using ride on and push mowers and whipper snipper on a regular basis to ensure the highest possible presentation.
- Undertake basic maintenance, cleaning and care of mower and other small plant and ensure that work areas are kept clean and tidy at all times.
- Undertake general maintenance work on school buildings and assets.
- Coordinate timely completion of items on the College's Maintenance Schedule.
- Ensure that duties are carried out in accordance with the College's work health and safety and other employment related policies and procedures. This includes ensuring that risk assessments have been completed for tasks and where appropriate safe work procedures put in place. Safety Data Sheets must also be maintained and kept up to date for all hazardous substances.
- Maintain grounds to ensure clear of rubbish and debris.
- Clean and maintain footpaths to ensure clean and tidy.
- Line and distribute garbage bins after emptying each week.
- Ensure gardens and surrounds are maintained through spraying and removal of weeds and maintenance/ replenishing of mulch.
- Maintain garden watering systems and watering of high use play areas during summer.
- Prune and maintain trees and hedges.
- Coordinate the purchasing of fuel and maintenance requirements in consultation with the Principal and in accordance with grounds budget provisions.
- Maintain playground equipment to ensure it is clean and free of hazards and with adequate spread of soft fall in place.
- Top up soft fall and sand pit as required.
- Assist teachers in moving school equipment or setting up for events as required.

Performance Appraisal: Annually conducted with the Principal.

This description presents the major responsibilities required; this position may require the performance of additional duties as assigned by the Principal.