

**McAuley College**  
**Grounds and Maintenance Worker (Service Staff Level 3)**  
**Position Description and Duty Statement**

The Grounds and Maintenance Worker (Service Staff Level 3) is a member of the College Maintenance Team and is accountable to the College Principal, reporting directly to their Line Manager, the Business Manager.

As a member of the McAuley College staff, the employee in this position is required to ensure the Catholic Ethos and Mercy Traditions of the College are maintained and enhanced through their work.

**Position Description**

<b>Position:</b>	Service Staff Level 3 Grounds and Maintenance Worker
<b>Qualifications:</b>	The employee needs to have satisfactorily attained the appropriate level of training at trade or equivalent level. Construction White Card. Working with young people Blue Card
<b>Characteristics:</b>	The employee in this role needs to understand and apply quality control techniques. They will need to exercise good interpersonal and communication skills and perform work without supervision either individually, or in a team environment. The employee will be required to perform non-trade work incidental to their work.

**Duty Statement (Typical Duties/Skills)**

The Grounds and Maintenance Worker is required to provide support to the Business Manager by the implementation of their duties. These include:

- Assist the Business Manager to maintain College grounds and facilities including assisting with sourcing and engaging contractors for regular maintenance and repairs.
- Contribute to the planning of the work and works program with the Business Manager.
- Construction and maintenance of gardens and to a lesser extent other surfaces, including seasonal planting.
- Maintenance of the College grounds and sporting and playing surfaces e.g. mowing, edging, watering, fertilizing, trimming of trees and scrubs and weed control of the College gardens and building surrounds.
- Installation and maintenance of irrigation and drainage systems.
- Maintenance of College facilities including basic carpentry, plumbing, painting, concreting, repairs to doors, locks, windows, verandas, stairs, railings and furniture.
- Operate and maintain a wide range of turf machinery, equipment and plant, which are not serviced by external contractors, in line with manufacturer's instructions and safe work and operating procedures.
- Assist in the construction and installation of facilities and systems.
- Undertake trades maintenance of equipment where appropriate.
- Assist in chemical spraying, where required to hold an appropriate licence.
- Attend to urgent grounds, maintenance and cleaning matters as requested by the Business Manager.

- Undertake marking of oval and sports area as requested.
- Maintain the cleanliness of grounds, facilities and surfaces.
- In particular, ensuring the Grounds Shed is kept clean and tidy.
- Providing transport and assistance with manual tasks as required during sporting and other College events
- Setting up chairs, tables and other equipment e.g. barbeques, tents for College events as required.
- Undertake stock control and record keeping including log book records of machinery and equipment.
- Initiate the ordering and undertake approved purchases of supplies necessary for grounds and maintenance work.
- Follow work health and safety processes to ensure that all work is carried out in an environment where health and safety is paramount.
- Assist with/ or carry out College Opening and Closing Procedures (dependent on work roster).
- Assist with the movement of College furniture and equipment as required.
- Participate in professional development and training as directed by the Business Manager including attendance at Brisbane Catholic Education Grounds Workshops, the College Annual Work Health and Safety training program and Online Student Protection training.
- Support College teaching staff in relation to class programs and projects.
- Undertake other tasks as reasonably directed by College Leadership, and the Business Manager.

The above list describes duties in general, not in total. Other duties may be requested by the College Principal.