

## **LAKES GRAMMAR – An Anglican School Position Description**

**Position: Grounds and Maintenance Officer**

**Employee: TBA**

**Position Objective:** The Grounds and Maintenance officer is responsible for operational property and maintenance matters, including day to day property and equipment maintenance, small building alteration projects and the general care of all grounds and facilities.

**Reports to:** The Business Manager/ Property Manager (in future)

### **Requirements:**

- Trade qualifications (preferable)
- At least 3 to 4 years actual “hands on” experience in the maintenance and grounds field. Must be able to demonstrate a wide skill-set including skills in carpentry, mowing lawns, repairing equipment, and painting.
- Understanding of machinery and equipment relative to grounds maintenance.
- Provide own vehicle with tow bar fitted.
- Current Motor Vehicle license – Minimum Class LR (so can drive mini bus if necessary)
- Ability to tow a trailer.
- Demonstrated computer skill and literacy, with skills in MS Outlook/Word/Excel.
- Demonstrate strong initiative and a commitment to deliver exceptional service.
- Expected to be able to keep meticulous maintenance records.
- Be able to prioritise work in hand and operate without the need for close supervision.
- Live within close proximity to the School (approx 25 km radius) for security responses.
- Have a current Senior First Aid Certificate or be willing to undergo the relevant training.
- Have a current Working at Heights Certificate or be willing to undergo the relevant training.
- Have a current OH&S Certificate or be willing to undergo the relevant training.
- Have a current Electrical Testing & Tagging certificate or be willing to undergo the relevant training.
- Interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of an organisation
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks
- Knowledge of the independent school sector an advantage.

### **Personal Characteristics:**

- Demonstrates a passion and commitment to the vision and mission of Lakes Grammar – An Anglican School.
- Presents a professional, positive, warm and welcoming persona.
- Demonstrates high levels of confidentiality. Cultivates credibility and honesty.
- Demonstrates a respect for and acceptance of difference in students, parents and staff.
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute. Possesses a strong work ethic.
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail.
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment

## **Key Responsibility Areas:**

### **A. MAINTENANCE OF PROPERTY**

- Maintenance of the school's physical facilities ensuring good stewardship that allows the maximum possible longevity and usage of facilities by minimising the effects of wear and tear.
- Assist the Business Manager and/or Property Manager in the development, implementation, management and regular review of a preventative maintenance schedule, programming regular maintenance activities and checks.
- Arranging and supervising skilled trades persons to service and maintain facilities/equipment where this is beyond the competence or resources of the Grounds and Maintenance officer. Ensure all sub-contractors are versed in the safety protocols of the School and their equipment is tested and tagged as required.
- Responsible for understanding and documenting all building and facilities related operations eg: security system, electrical, waste, mechanical etc.
- Maintenance and enhancement of the School grounds and surrounds in a way that complements the environment and presents a tidy and professional appearance.
- Responsibility to ensure the facilities and grounds of the School are physically safe so as to prevent/reduce the possibility of accident, identifying and recommending solutions to problem areas in consultation with the Business Manager and/or Property Manager.

### **B. MINOR CAPITAL PROJECTS**

- Advising the Business Manager and/or Property Manager on possible planning options in relation to minor property needs.
- Where necessary and if required with experienced trades persons provide additional accommodation or facilities by the alteration of existing facilities to cope with changing requirements.
- Installation of newly acquired fittings where possible.
- Ordering of new furniture, fittings and equipment for the various departments of the School in consultation with the Business Manager and/or Property Manager.

### **C. GROUNDS**

- Ensure the school ovals and grassed areas are always well watered, fertilised and maintained.
- Ensure garden beds/paths free from weeds and the plants are in healthy condition.
- Plant and maintain trees, shrubs and gardens and oversee work carried out by others
- Establish and maintain pedestrian ways, service roads and other traffic areas around the School.
- Irrigation systems are maintained and appropriately designated and used.
- Ensure pathways/courtyards are free of debris. Internal road gutters clear of vegetation and rubbish.
- Weeding of the conservation zone and internal road as per the conservation agreement.
- Maintenance of the asset protection zones through regular slashing.
- Maintenance of the nutrient ponds through regular weeding and replacement of gravel as and when needed.
- Ensure appropriate maintenance of signage.

#### **D. GENERAL TASKS**

- Carry out daily walkthrough and checks of buildings and grounds looking for damage and or repairs needed.
- Receive emails from maintenance inbox and carry out daily repairs as required.
- Reply to all work via email detailing what has been done or will be done to complete each job.
- Attend to maintenance tasks required to ensure buildings and facilities are in working order including:
  - Repairing breakages and damage (plaster, windows, doors, toilets etc)
  - Undertaking maintenance and repairs of equipment and furniture
  - Rectifying faults at short notice eg: blackouts, air conditioning off-line.
  - Arranging for the servicing of small appliances such as overhead projectors and TV's to extend usage where appropriate.
  - Monitoring door furniture and key issues
  - Liaise with external contractors eg: pest control, security, fire equipment services, plumbers, electricians.
  - To undertake other maintenance related duties as requested by the Business Manager and/or Property Manager
- Shifting of furniture, transporting items, preparing BBQ etc.
- Setting up rooms for events and meetings.
- Delivery of goods into faculty/department stores.
- Painting classroom walls and floors, outdoor furniture and other areas as and when required.
- Building shelving when required.
- Liaise with PD/H/PE /Sport and other personnel as to use of playing fields and the grounds in general.
- Test and Tag electrical items for OH&S and tag all items with ID codes and maintain details for inclusion in asset register.
- Clean garbage bins and organise pick-ups.
- Respond to after hour security call outs as required
- May be required to work outside normal hours when the school premises and/or facilities are hired out to external parties.
- Cyclical cleaning jobs eg: pressure washing concrete, washing down the buildings.
- Relief driver of the School mini-bus in the event that the School bus driver is unavailable.
- Co-ordination and supervision of working bees.

#### **E. OTHER**

- Workshops/stores to be kept orderly and tidy. No junk to be accumulated.
- Equipment secure and location known at all times.
- All materials to be secured from misuse and stocks to be at adequate levels.

#### **F. ADMINISTRATIVE**

- Responsibility for operating within the maintenance budget.
- Arranging quotations and ensuring relevant approvals sought from the Business Manager and/or Property Manager before any quotations are let.
- Purchasing practices are to show prudent management of the School's financial resources.
- Assist the Business Manager and/or Property Manager in the preparation of the maintenance budget.

#### **G. INVOLVEMENT IN THE LIFE OF THE SCHOOL**

- Attendance at devotions when required.
- Attendance at staff meetings and committee meetings when required.
- Involvement and attendance at school events and promotion functions as appropriate.
- Support of staff.

#### **H. ADDITIONAL INFORMATION**

- This position requires the Maintenance officer to work flexible hours. The incumbent may be required to attend meetings in addition to normal working hours. Some duties will need to be performed at times other than during the School day or when students are in attendance.
- It should be noted that, while detailed, this job description is not exhaustive and the Business Manager or Principal may at their discretion vary the responsibilities of the Grounds and Maintenance Officer as required.
- This position is full-time with 4 weeks annual leave.
- Hours are 8.30 am to 4.30 pm Monday to Friday.