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## POSITION DESCRIPTION

**Position:** Grounds Officer – General Hand

**Classification:** Facilities & School  
Operation Services

**Reports to:** Grounds and Events Coordinator

**Tenure:** Ongoing Full Time

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The focus of the Grounds Officer – General Hand 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

- Carry out general maintenance, repairs, servicing and preventative maintenance to buildings, grounds and related structures, ensuring the safe and secure use of College facilities
- Undertake indoor and outdoor maintenance duties across the College, including grounds maintenance such as grass cutting, hedge trimming, weeding, leaf clearance and weed spraying
- Complete minor paving repairs and other general grounds works as required
- Keep College entrances, pathways and surrounding areas clean, safe and free from obstructions
- Undertake line marking duties
- Ensure the highest standards of work are achieved in an efficient and timely manner
- Collect refuse and service bins throughout the College on a daily basis
- Provide logistical support for co-curricular activities and College community events
- Ensure work areas and maintenance areas are kept clean, tidy and secure at all times
- Assist with the setup, erection and maintenance of sporting equipment as required
- Maintain work and storage areas in a clean, tidy and secure condition at all times
- Ensure all work is completed efficiently, safely and to a high standard
- 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
- 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: May 2026