



## POSITION DESCRIPTION

Job Title:	Grounds & Maintenance Team Member, Operational Services (OPS)
Level:	1
Award:	Educational Services (Schools) General Staff Award [MA000076], Grade 1
Reports to:	Business Manager, Jim Tsokos
Supervisor:	Operational Services Coordinator, Peta Nicholls
Job Purpose:	Provide support to the College's Operational Services (OPS) Coordinator, in the development, maintenance and overall presentation of the College's grounds, gardens and building facilities. Provide a gardening and maintenance service that contributes to the College's positive atmosphere, enhances the learning environment, and actively promotes a good first impression to the community. The successful candidate will be an ambassador for Christ, sharing the gospel with the school community through practical service and positive interpersonal skills.

### Key Responsibilities

Under the direction and guidance of the OPS Coordinator or Team Leader:

- Undertake maintenance of grounds, ovals, lawns and garden beds.
- Assist in the development of new areas
- Undertake routine pressure cleaning (paths, paving, playgrounds and gutters).
- Report any identified major maintenance or repairs that arise.
- Report any identified Occupational Health and Safety issues.
- Undertake basic building maintenance, including but not limited to applying and repairing paint and plaster surfaces, repairs to locks, windows, doors, fixing hooks, changing light bulbs, cleaning gutters, beams and poles.
- Assist with repair requests, including basic plumbing and carpentry.
- Safe operation and basic maintenance of power tools and machinery, assist with maintaining service logs.
- Moving furniture and equipment.
- Assist with College Events (for example, set up and pack up).
- Perform general ad hoc cleaning tasks.
- Promote environmental sustainability through recycling.
- Other duties as required from time to time, as requested by the Principal or delegate.

### Selection Criteria

1. Demonstrated interpersonal skills that build and maintain effective working relationships.
2. Demonstrated ability to work collaboratively in a team and an ability to take directions and work independently when required.
3. Demonstrated knowledge of the safe use of chemicals and safe storage requirements.
4. Demonstrated ability in use and maintenance of power tools and machinery.
5. Problem-solving skills that demonstrate the ability to readily refer to a line manager.

## Desirable Criteria

- Light Rigid (LR Class) Heavy Vehicle Licence
- Current First Aid Certificate

## Eligibility

Prior to commencement, employees will need to meet the following essential compliance requirements:

- Hold or obtain a current Working with Children Check.
- Hold or obtain a satisfactory National Police Clearance.
- Hold a current Driver's Licence (minimum 'C' class).
- Provide original Birth Certificate or Passport, or Visa Grant or VEVO document as relevant, demonstrating Australian citizenship, permanent residency, or unrestricted rights to work in Australia
- Provide a copy of any qualifications and certificates.
- Sign the College's Code of Conduct (including Faith Statement) and the Employment Contract, or Casual Engagement Agreement.

## Further Information

- For further job-related information please contact Mrs Peta Nicholls (OPS Coordinator) through the College office on (08) 9453 2644 or email: [humanresources@hillside.wa.edu.au](mailto:humanresources@hillside.wa.edu.au).

## HOW TO APPLY

Applicants should be able to demonstrate their personal faith in Jesus Christ as God and Saviour and be an active member of an evangelical Christian Church.

1. Provide a cover letter, discussing your experience and ability in relation to roles such as grounds and maintenance. Talk to the Selection Criteria listed.
2. Include a brief statement of your Christian Faith, and contact details of a Pastor/Elder who may be contacted for a verbal reference. Written references are acceptable.

Providing a CV is optional.

3. Attach one document demonstrating Australian citizenship, permanent residency, or unrestricted rights to work in Australia (eg Australian Birth Certificate or Passport, or Visa Grant).
4. Email your application to: [humanresources@hillside.wa.edu.au](mailto:humanresources@hillside.wa.edu.au)

An email will be sent to you confirming the receipt of your application.

*Interviews and referee checks will be integral to the selection of any candidate.*

***Please note: The College reserves the right to fill the position at its discretion and timing, and to withdraw the position if required. The position will only be filled by the College when a suitably qualified applicant is secured. The College also reserves the right to contact beyond the referee list provided by the candidate if deemed necessary in the appointment process to confirm application details and suitability for the role.***

***Assessment of applicants will commence as applications are received.***