

ROLE DESCRIPTION	
ROLE TITLE	Groundsperson
DEPARTMENT	Facilities & Maintenance
INDUSTRIAL AGREEMENT	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2014</i>
CLASSIFICATION	School Employees, Groundsperson / Handyperson
ACCOUNTABLE TO	Principal
DIRECTION FROM	Facilities Manager Head Groundsperson

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Groundsperson will work as part of the Facilities and Maintenance Team. The primary role of the Groundsperson will involve high quality maintenance of the College's grounds and facilities.

ROLE RESPONSIBILITIES

Grounds:

- Undertake duties required to maintain the grounds, ovals, grassed areas and garden beds including but not limited to:
 - lawn mowing
 - reticulation installation and repairs
 - tree maintenance and pruning.
 - new gardens and plantings.
 - fertilising, de thatching, aerating and top dressing.
 - playground and sandpit maintenance.
 - car park cleaning.
 - external drains, soak wells and down pipes.
 - fence repair.
 - brick paving
 - incidental painting
 - graffiti removal
 - external rubbish removal and disposal.
- Undertake duties associated with sports ground line marking including, but not limited to:
 - new line marking.
 - renewal of existing line marking.
 - cleaning of line markers and equipment.

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Maintenance:

- Undertake maintenance of plant and machinery including, but not limited to:
 - back lapping of mowers and blade changes.
 - height adjustment of mowers.
 - calibration and cleaning of spraying equipment.
 - weekly fluid checks including oil, hydraulic oil, water and fuel on all College vehicles.
 - washing of all College vehicles.
- General maintenance duties include, but are not limited to:
 - assist with the moving of deliveries between campuses.
 - assist with furniture removals.
 - assist in the maintenance of the College Pool as required.
 - assist with the set up and pack down for College functions and events.

Workplace Health & Safety:

- Be fully knowledgeable of the Workplace Health and Safety regulations and guidelines in the area of responsibility and ensure compliance at all times including, but not limited to:
- the use of fertilisers, weed killers and other hazardous chemicals.
- the use of plant and machinery
- Actively engage in safe work practices ensuring the use and maintenance of Personal Protective Equipment (PPE) as necessary.
- Be conscious and considerate of staff, student and event movements during school hours regarding noise, machinery hazards, pesticide application, allergy risks, overhead work and vehicle use.
- Immediately report any accidents or incidents to the Facilities manager and Head Groundsperson.

Other Duties:

- Occasional after-hours work as required.
- Any other duties as required.

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.
 - Catholic Education Commission of Western Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

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ROLE CRITERIA

Essential Criteria:

- Trade Certificate or equivalent industry experience.
- Experience in a school environment or service provider organisation.
- Bus Licence (Medium Rigid as a minimum)
- White Card WA
- Safe autonomous use of:
 - ride on mowers
 - heavy duty tractors with attachments e.g. boom spray tank
 - hand mowers and lawn edgers
 - brush cutters
 - fertilisers, weed killers and other hazardous chemicals
- Sound interpersonal skills, enabling harmonious and positive relationships with all.
- Sound written and verbal communications skills
- Well-developed time management and organisational skills
- Able to multi-task and calmly work under pressure
- Demonstrated ability to work autonomously and as part of a team
- Able to problem solve and use initiative
- Able to maintain strict confidentiality
- Working with Children Check.
- National Police Clearance.

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