



# Nagle College Bairnsdale

## Position Description

**Position:** Groundsperson/Maintenance Officer

**Reports to:** Property Manager

### Mission

#### 'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement, Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church

### Job Scope

As a member of the College Maintenance and Grounds staff, you report directly to the Property Manager and are responsible to the Business Manager.

This role incorporates general maintenance and development of College property and associated services.

The following responsibilities are provided as a guide only. The position may include some or all of the responsibilities outlined below and is not limited to the responsibilities detailed in this list.

### Responsibilities

- Attends to the maintenance requests as assigned by the Property Manager.
- Assists the Property Manager with the prioritisation of incoming maintenance requests when required.
- Is responsible for the general maintenance of school property, including buildings and fittings, furniture, equipment, grounds and improvements and any associated services.
- Assist with the maintenance of the College's two main sporting fields as and prepare them for use by students and other authorised users.
- Mowing of College ovals and College grounds.
- Minor works requiring basic maintenance skills.
- Assistance from time to time with other tasks that the Maintenance Department is required to perform such as, furniture movement, cleaning, rubbish removal, roadway repairs, traffic control, new constructions, drainage, sprinkler systems and fencing.
- Setup for all College functions.
- Assist external contractors with appropriate tasks.
- Ensure all school buildings and grounds are free from hazards, safe and clean.

- Traffic management as required.
- Care and maintenance of equipment used for grounds and maintenance, reporting any major repair or safety concerns to the Property Manager.

### Health & Safety

- Compliance with all OH&S regulations related to safe use of chemicals and hazardous materials, etc. Ensure that staff, students and visitors to the College are suitably protected from the use of any hazardous materials. Immediately report to the Property Manager any situation considered dangerous or a possible safety concern.
- Ensure equipment is used and stored in accordance with Safe Work Practices.
- Contribute to a healthy and safe work environment for yourself and others and comply with College policies and procedures.
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### Commitment to Child Safety

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students

## General Duties

- Attend staff meetings, after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.
- Demonstrate professional and collegiate relationships with colleagues
- Participate in Annual Review Process for Grounds and Maintenance staff and provide input into the development of annual training plans for staff.
- Maintain strict confidentiality with all school business and personnel matters.
- Carry out other duties as directed by the Business Manager or Principal.

## Organisational Relationships

The Groundsperson/Maintenance Officer has a number of key internal and external relationships.

**Reports to:** Property Manager

**Internal liaisons:** Principal, Leadership team, teaching and support staff.

**External liaisons:** Suppliers/contractors and service providers.

## Judgement and Decision Making:

This requires employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures.

## Skills & Competencies

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Capacity and willingness to be familiar with understand and comply with School policies and procedures.
- Experience in maintenance and development of buildings and outdoor assets – grounds, facilities, gardens, sports fields
- Ability to work efficiently and with flexibility and to prioritise work.
- Previous Trade experience would be an advantage.
- Professional attitude and appearance at all times.
- Capacity to undertake minor maintenance tasks of a building nature.
- Working with Children Check.
- Current driver's license.
- Comprehensive knowledge of the use and care of tools and equipment.
- Understanding of Workplace Health and Safety principles and a commitment to contributing to the maintenance of a safe working environment and compliance with relevant procedures.