



ESO – Grounds Officer Position Information Document

Position Title	Grounds Officer
ESO Grade	3
ESO Stream	Services
Employment Type	Permanent
Line Manager	Director of Business
Key Working Relationships	Facilities and Operations Manager

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia Colleges; the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

The Maintenance and Grounds Team are responsible for carrying out a broad range of activities which ensure that all buildings, classrooms, offices, playing fields, gardens, and facilities are maintained to the highest standard. They also hold key responsibility with regards to safety, child safeguarding and compliance of the College grounds and facilities. Through their work, they ensure that plant, equipment and other aspects of the environment are safely administered and maintained in line with Work Health and Safety requirements

BROAD PURPOSE

Under the direction of the Facilities and Operations Manager, the Grounds Officer will be an actively contributing member of the Maintenance and Grounds Team.

The Grounds Officer will undertake a broad range of tasks in line with grounds management schedules, lodged requests, and urgent required duties pertaining to College grounds, playing fields, irrigation, landscaping, and other aspects of the physical environment. They will ensure that all work completed is compliant with legislative, safety, compliance and policy requirements.

KEY AREAS OF WORK

Grounds

- As a member of the Grounds and Maintenance Team, take guidance from the Facilities and Operations Manager on the requirements in maintaining the grounds of the College
- Ensure all work undertaken in maintaining the College grounds, buildings and facilities is completed in an efficient and thorough manner, in safe manner, and to a high standard
- Undertake a broad range of general and routine grounds duties utilising applicable skills, materials and/or specialised techniques.
- Prepare and maintain cricket pitches to a safe and high standard, in the lead up to and throughout the Cricket Season each year.
- Undertake project work in grounds, under the guidance and direction of the Facilities and Operations Manager
- Assist in the set up and pack up of College events and co-curricular activities as required.

- Carry out all minor and routine grounds works and conduct regular inspections of work and requirements as per the grounds management schedule, updating the register as completed.
- Ensure grounds tools and equipment remain in good repair and source repairs or replacements, as authorised.
- Undertake general grounds management duties such as landscaping, mowing, edging, as well as safe and proper herbicide and pesticide use
- Facilitate and/or undertake the upkeep of all grounds-related activities including lawns, landscaping, irrigation systems, play areas, fencing, paths/roadways, and sporting equipment.
- Maintain documentation as required for administrative, financial and WHS purposes.

Co-curricular Activities

- Grounds and Maintenance Officers may be required to undertake duties setting up and packing up for weekend co-curricular activities
- In consultation with the Co-curricular Team, undertake set up and pack up of weekend sport activities hosted by Rostrevor College on Saturdays during the school sport seasons.
- Requirements for set up and pack up of co-curricular activities will be dependent on number of games hosted by the College, for the approximate 28 weeks per year school sport is run.
- Weekend duties will be delegated to Maintenance and Grounds staff on a rotating roster and paid at appropriate rates in line with the Enterprise Agreement.

Contractors and Sub-contractors

- Liaise with and engage contractors, such as tradespeople and job specialists, as authorised
- Under the guidance of the Facilities and Operations Manager, ensure engaged contractors providing grounds and/or maintenance services hold current and appropriate licences and insurance for the work they are undertaking and are properly inducted with WHS, professional conduct, and child safeguarding requirements.
- Assist in the induction and/or supervision of contractors engaged to undertake work on site.
- Inform, monitor, administer and facilitate the activities of contractors on site to ensure project and contract obligations are successfully achieved, and a high standard of work is provided.

Work Health and Safety

- Under the guidance of the Risk and Compliance Manager and Facilities and Operations Manager, ensure that all work undertaken is in line with the requirements and regulations of Work Health and Safety
- Ensure compliance with WHS policies, practices, and priorities, within area of responsibility.
- Maintain grounds and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.
- Assist in conducting WHS inspections and audits, and take appropriate corrective actions, as required.
- Participate in any WHS-related activities, as required.

General

- As a member of the Grounds and Maintenance Team, assist with duties required for the upkeep of grounds as required and within the scope of abilities and role.
- Under the direction of the Facilities and Operations Manager, ensure compliance with relevant administrative, financial and WHS practices and procedures.

- Under the direction of the Facilities and Operations Manager, ensure adherence to relevant budgets and financial considerations for all works undertaken.
- Actively participate in regular performance reviews and undertake training as required.
- Actively engage in any required professional learning and development as directed.
- Perform any other duties required from time to time at the discretion of the Principal (or delegate).

PERSON SPECIFICATIONS

Experience and Qualifications

- A qualification and/or relevant experience in a relevant field, such as horticulture.
- A current and valid White Card
- Qualifications, training and/or significant experience in Manual Handling
- Qualifications, training and/or significant experience in WHS including Hazard Management, Risk Assessment and Job Safety Analysis.
- Training and qualifications in Working at Heights
- Training and qualifications in Safe Chainsaw Operation
- Training in the handling and management of Herbicides and Pesticides
- High-level specialised knowledge and demonstrated skills and experience with a range of technical and practical grounds activities.
- Gardening maintenance skills, knowledge, and experience, including garden and turf management.
- Knowledge and ability to safely and responsibly operate minor plant and equipment, such as a chainsaw, leaf blower, ride-on lawn mower, or edge trimmer.

Personal Skills and Abilities

- Experience working in a school or College environment, or in a similar role in another setting.
- Understanding of, and commitment to, the Catholic and Edmund Rice traditions and ethos.
- Sound computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports, as required.
- Interact professionally and work collaboratively and cooperatively with staff as a positive team member.
- Liaise effectively with other members of the school community, contractors and visitors.
- Good interpersonal and communication skills and ability to take initiative and give and take direction effectively.
- Ability to take responsibility for own outcomes relative to specified quality and WHS standards.
- Work with little direct supervision and demonstrate the ability to plan, analyse and evaluate information from a variety of sources, and apply solutions to a range of problems.
- Good organisational skills including flexibility, prioritising and calmly respond to challenging situations in a measured manner.
- Always lead and demonstrate best practice in Work Health and Safety.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a professional standard of dress that promotes safety and suits the practical demands of the role, in particular, appropriate personal protective clothing to fulfil role requirements.

SPECIFIC REQUIREMENTS

- Current car driver's licence
- Willingness and ability to undertake specific training relevant to role, such as working at heights, safe work training, etc
- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate

WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 – SA WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.