



## ESO – Grounds & Maintenance Officer Position Information Document

Position Title	Grounds & Maintenance Officer
ESO Grade	3
ESO Stream	Services
Employment Type	Permanent
Line Manager	Director of Business
Reporting to	Facilities and Operations Manager
Key Working Relationships	Facilities and Operations Team Teaching and ESO Staff

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, 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 Grounds and Maintenance Officer is responsible for carrying out a wide range of activities to ensure the buildings, grounds and facilities of Rostrevor College remain safe and in good working order and that the plant, equipment and other aspects of the physical environment are correctly administered and maintained as per Work Health & Safety requirements.

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

In their maintenance of the college, they will undertake a broad range of tasks in line with maintenance and grounds management schedules, lodged requests, and urgent required duties pertaining to maintaining, improving, amending or managing the upkeep of College buildings, classrooms, offices, plant, equipment, facilities, and other aspects of the physical environment.

The Grounds and Maintenance Officer, as part of the Facilities and Operations Team, will ensure that all work completed is compliant with legislative, safety and policy requirements.

## **KEY AREAS OF WORK**

### **Maintenance**

- As a member of the Facilities and Operations Team, take guidance from the Facilities and Operations Manager on the requirements in managing the buildings and facilities of the College
- Undertake a broad range of general maintenance duties utilising applicable trade skills, materials and/or specialised techniques.
- Undertake project work across the College, under the guidance and direction of the Facilities and Operations Manager
- Carry out all minor and routine maintenance and conduct regular maintenance inspections as per the maintenance schedule, updating the register as work is completed.
- Ensure maintenance tools and equipment remain in good repair and source repairs/replacements, as authorised.
- Undertake general repairs and maintenance to buildings, fittings, and fixtures to maintain an appropriate level of functionality and safety.
- Facilitate and/or undertake the upkeep of all buildings and facilities-related activities including repairs, minor renovations, upkeep and installation.

### **Grounds**

- As a member of the Facilities and Operations Team, take guidance from the Facilities and Operations Manager on the requirements in maintaining the grounds of the College
- 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
- 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.

### **Co-curricular Activities**

- Grounds and Maintenance Officers will assist in the setting up and packing up of Saturday co-curricular activities
- In consultation with the Co-curricular Team, set up and pack up 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 Facilities and Operations Team 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 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.

### **General**

- Assist in the set up and pack up of College events and co-curricular activities as required.
- 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
- Maintain documentation as required for administrative, financial and WHS purposes.
- Positively participate in College activities, events, required training, professional development and professional reviews.
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal (or delegate).

### **PERSON SPECIFICATION**

- Commit to upholding and actively contributing to the Catholic ethos of Rostrevor College.
- Demonstrated technical competence and experience in building and grounds maintenance, including applied skills and knowledge of depth in construction, maintenance, and repairs.
- Demonstrated skills, knowledge, and experience, in gardens including turf management.
- Comprehensive computing skills and knowledge, able to effectively utilise Microsoft Office and maintain online and hardcopy records and produce reports.
- Ability to interact professionally, be a positive team member, and effectively liaise with all members of the Rostrevor College community, contractors, and others.
- Demonstrated ability to work autonomously and independently, exercising sound judgement, initiative, and accountability in managing work tasks and priorities.
- Strong interpersonal and communication skills, with ability to receive direction covering broader technical aspects of work and supervise others undertaking practical activities.
- Ability to competently work under a low level of direct supervision (but subject to direction), take responsibility for own outcomes in relation to specified quality standards and assume significant initiative and responsibility relevant to area of work function.
- Experience in applying solutions to a range of problems and analysing and planning approaches to technical problems associated with area of responsibility.
- Demonstrated ability to operate within a budget and locate, analyse and evaluate information from a variety of sources to achieve work priorities.
- Strong organisational skills, including planning, scheduling, and prioritisation of work tasks to deliver required work outcomes safely and within identified timelines.
- Monitor and apply safe work practices for all tasks.
- Demonstrate an understanding of professional boundaries and the need for confidentiality.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, in particular, appropriate personal protective clothing to fulfil role requirements.

## ROLE REQUIREMENTS

- Qualifications/training in, or the willingness and ability to obtain:
  - Certificate IV accredited trade qualification  
(e.g. electrical, plumbing, horticulture, carpentry, etc)
  - Manual Handling
  - WHS including Hazard Management & Job Safety Analysis - Hazard Awareness
  - Working at Heights / Elevated Work Platforms
  - White Card
  - Safe Chainsaw Operation
  - Herbicide / Pesticide Training.
- As this role requires regular work-related driving, the incumbent must hold and maintain a current South Australian Driver's Licence of Class C (Car) or higher. The incumbent must comply with all relevant road traffic legislation and organisational vehicle use policies.
- Act in accordance with the CESA Code of Conduct, EREAC Code of Conduct and all other applicable guidelines provided by EREAC and CESA.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.
  - Co-operate 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.

*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.*