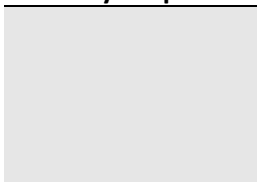


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**POSITION DETAILS**

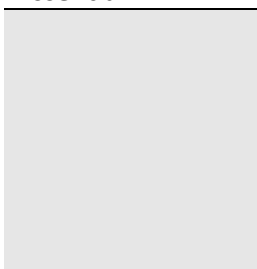
Position Title:	Property Maintenance / Grounds Officer
Department:	Support Staff, Property Management
Date Updated:	6 <sup>th</sup> December 2021
Reports to:	Business Manager
Commencement Level:	Dependent on qualifications

**Primary Purpose**



The School Property Maintenance / Grounds Officer is to maintain an agreed standard of the school's building, grounds and equipment so as to provide a safe environment for the school community to support the delivery of quality Education and to minimise maintenance costs through preventative maintenance in accordance with the annual maintenance plan.

**Knowledge, Skills and Experiences**  
**Essential**



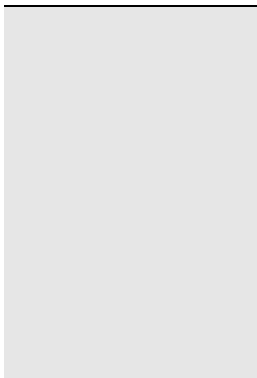
- Relevant trade / horticulture qualifications
- Demonstrated capacity to work in a team environment
- Demonstrated ability to organise and liaise with contractors
- Ability to operate independently with little to no supervision
- High level of interpersonal and communication skills, including the principles of customer service, courtesy and professionalism
- Working with Children's Check

**Desirable**



- Experience in a similar grounds and maintenance role
- Relevant trade qualifications, builder desirable
- A Light Rigid motor vehicle licence

**Personal Attributes**  
**Essential**



- A committed Christian and active member of a church
- A commitment to the school's Vision, Mission and Christian perspective
- Willingness to contribute to the broader life of the school
- Demonstrates a Christian approach when dealing with others
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to the school's Child Safe Standards
- Demonstrated resilience and use of initiative
- Ability to remain calm and courteous in stressful situations
- The ability to be discreet and maintain confidentiality

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**KEY RESPONSIBILITIES**



In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal. For practical purposes these functions are delegated to the Business Manager on a day to day basis.

**Building and Property Maintenance**

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## POSITION DESCRIPTION

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- Maintain buildings, fixtures, fittings and services to a safe standard condition and in accordance with WHS guidelines
- Repair/purchase and/or replace all damaged items in buildings / fixtures / fittings etc (and/or arrange for same through approved contractors)
- Assist and facilitate aspects of the School Working Bees
- Work with other casual and/or part-time employees or contractors engaged in property and/or maintenance duties.
- Maintain invoices and necessary paperwork.
- Maintain current records of the location of utility service lines - gas, water, electricity, phone and computer network lines
- Under the direction of the Business Manager, prioritise and address the day to day requests for maintenance from school staff
- Repair, maintain and organise storage of all equipment necessary to carry out duties
- Organisation of bus maintenance

### **Grounds Maintenance**

- Prepare and maintain play and grassed areas, including ovals
- Plant and maintain trees, shrubs and gardens and oversee work carried out by volunteer helpers
- Prepare and maintain windbreak, shelter and aesthetic passive areas
- Establish and maintain pedestrian ways, service roads and other traffic areas around the school
- Ensure sand pit and soft-fall areas are well maintained
- Ensure appropriate maintenance of signage
- In liaison with the Business Manager, maintain a preventative maintenance program covering all aspects of grounds.

### **Facility Operations**

- Provide assistance to staff with the practical arrangements required for functions, assemblies, exams and specific projects as directed by the Business Manager
- Conduct the school's electrical Testing and Tagging regime

### **Cleaning and Security**

- Ensure hard surface areas, pavers, concrete, drains, etc. are cleaned as required
- Support school opening procedures including the security of the premises Monday to Friday
- As a part of a rostered Security Call List, respond to Security calls in the event of a security alert

### **Other**

- Carry out other duties as directed by the Business Manager and or Principal from time to time.

### **Hours of Duty**

Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer. The role may entail out of hours work from time to time.

*'Whatever you do, work at it with all your heart as working for the Lord, not men'*  
Col 3:23