

POSITION DESCRIPTION

PROPERTY AND FACILITIES TEAM MEMBER – GROUNDS PERSON

| | |
|----------------|--|
| Position Title | Property and Facilities Team Member - Grounds Person |
| Reporting to | Property and Facilities Manager |
| School Values | Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self |

Wilderness School is a non-denominational girl's school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible, and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our school culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

Role Purpose:

The purpose of the Property and Facilities Team is to actively contribute to the maintenance and continuous improvement of the School's properties, facilities, grounds areas and equipment. This role focuses on the development and curation of the horticultural environment while working as part of a team undertaking general maintenance as well as assisting in event set ups and set downs including preplanning, coordinating and logistics.

Key areas of Responsibility

- Ensure all of the School's property, grounds, facilities and equipment (including gardening working tools) are well serviced and continually maintained to agreed standards. This includes the regular inspection of all the School grounds, identifying areas for improvement and ongoing maintenance.
- Manage the weekly and seasonal requirements to maintain all gardens and lawn areas including the installation and maintenance of irrigation systems.
- Line Marking of sports grounds throughout the year.
- Assist the Maintenance Team with set up and set down of school events (assemblies, House Days, Sports Day, student examinations including furniture and equipment relocation, and small deliveries.
- Pressure cleaning building and footpath areas.
- Assist in the daily morning grounds clean-up of campus
- Regular review of the electronic maintenance log system at the direction of the Property and Facilities Manager to ensure any maintenance issues are communicated, prioritised and actioned.
- Assist with the daily collection and disposal of all rubbish, including recycled materials and undertake the daily unlock and lock up (when appropriate) of the campus and disarm of alarms.
- Undertake a range of planned and recurring maintenance tasks throughout the campus.
- Assist in the design, construction and maintenance of minor garden beds upgrades and paved areas.

Work Health and Safety

- Ensure compliance with all WHS policies and procedures, including any amendments that occur from time to time.
- Notify the Property and Facilities Manager of any immediate WHS issues or concerns.
- Ensure any WHS issue is remediated subject to risk assessment. This may include the actioning of a short term resolution to the WHS issue to leave the area safe until an urgent inspection and resolution can be implemented.

PROPERTY AND FACILITIES TEAM MEMBER – GROUNDS PERSON

- Comply with all WHS instructions including but not limited to safety wear (clothing, footwear, goggles, safety and sun hats, gloves, ear plugs/muffs etc.).

Team Engagement

- Work collaboratively within the team, to nurture and continually improve the School's buildings, grounds and recreation areas.
- At the direction of the Manager, assist with the coordination of external contractors and or suppliers that are engaged in maintenance programs at School properties, grounds or facilities.
- Work directly with School staff as directed, to meet expectations and ensure good service delivery.
- At the direction of the Property and Facilities Manager, provide support in the event of a major breakdown or incident within the School properties, grounds or facilities, including after-hours attendance if requested.

Qualifications, Skills and Experience:

- Essential minimum requirement for Certificate III in Horticulture (Cert IV or above preferred)
- Minimum of 3 years' experience in relevant field (5 years or more preferred), including maintenance of horticultural displays, pest and weed disease control, weed management, plant nutrition and irrigation.
- Highly desired Work Safely at Heights.
- Strong interpersonal skills including being open and collegial.
- Strong ability to work collaboratively as part of a small team.
- Strong organisational, planning and time management skills.
- High attention to detail.
- Strong communication skills both written and verbal together with competent ICT skills in the Microsoft software (Word, Excel, Outlook).
- A demonstrated commitment to the principles and practices of WHS, and Risk Management.

Conditions

- Some out of hours' work is an essential component of this role.
- Work from any other metropolitan location as required
- Maintain current Drivers Licence and proven ability to drive a manual vehicle.
- The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.
- The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training. In addition you are required to adhere to the School's Child Protection Policy.

Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described, under any and all conditions as described.

Signed:

Date:

Print Name: