



MANDURAH
BAPTIST COLLEGE

BE STRONG & COURAGEOUS

Job Description

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| Title: | Groundsperson |
| Reports to: | Grounds Manager |
| Working Relationships | <p>Internal:</p> <ul style="list-style-type: none"> • Grounds Staff • Theatre Manager • Business Manager <p>External:</p> <ul style="list-style-type: none"> • Supplier/Delivery services • Trade contractors |
| FTE: | 1.0 |
| Work days/hours: | <p>5 days, 7.5 hours a day</p> <p>Hours of work to be mutually determined (between 7:00am and 4:00pm)</p> |
| Job Summary | |
| <p>The Groundsperson reports to the Grounds Manager and is responsible for ensuring that grounds are maintained and well-presented. Undertake a range of duties concerned with day-to-day property and equipment maintenance.</p> | |
| Qualifications / Work Experience | |
| <ul style="list-style-type: none"> • Relevant trade qualifications and/or extensive experience in a similar role • Desirable: operating tickets (e.g. forklift) • WHS experience and/or training • Hold a valid Western Australian 'C' Class driver's licence • A commitment to child safety and a Working with Children Check • COVID-19 vaccination consistent with WA government requirements • Valid Australian work rights to apply for this position | |
| Personal Specifications / Essential Skills | |
| <ul style="list-style-type: none"> • Be a committed Christian who upholds and contributes to the Christian values of the College • Excellent work ethic and a "can-do" attitude • Able to work under own initiative, under pressure within structured time scales • Reliable, physically fit, enthusiastic, willing to work outside in all weather conditions, and able to work as part of a team, or unsupervised when required • Knowledge and understanding of WHS legislation and requirements • Computer skills and literacy; desirable: knowledge of maintenance software (e.g. mymaintenance) • Maintenance skills and experience that would enable the completion of minor maintenance projects • Punctual, attention to detail and producing quality work at all times • Good communication skills • Flexibility for occasional after-hours work | |

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| Key Result Areas |
| <ul style="list-style-type: none"> • Grounds • Maintenance • Work Health and Safety • Other Tasks/Responsibilities |
| Key Tasks & Responsibilities: Duties include, but are not limited to, the following: |
| <p>1. Grounds</p> <ul style="list-style-type: none"> • Ensuring a high standard of presentation of the School's environment, including buildings, grounds and landscaping • Assist with school improvements in line with the School's Master Plan for facilities such as building renovations and refurbishments, fencing, paving, etc. • Be proactive in identifying any grounds and lawn needs and resolve them in a timely manner • Fertilizing, mowing, edging and whipper snip all lawn areas • Assist external contractor with garden beds • Implementing grounds changes at the behest of management • Maintaining the reticulation system, by making themselves familiar with the system as well as repairing broken terminal equipment i.e. damaged or missing popups • Safely operate and maintain machinery, tools and equipment as required, having considered risk to self and others • Maintaining of paved areas in and around the school including lifting of sunken pavers • Ensuring soak well grates and gutters are kept open from any debris • Weed and litter control around school perimeter to a level satisfactory to management • Keep entrances to the school, inside and outside, clean and clear of obstructions at all times • Opening and closing of school premises including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services • Assist other grounds team members as requested by management • Assist in controlling insect infestations with poison in a safe and proper manner • Ensure work areas and the shed is kept clean, tidy and secure at all times • Have the appropriate licence to be able to use the school vehicles <p>2. Maintenance</p> <ul style="list-style-type: none"> • Undertaking minor repairs and routine maintenance of buildings and equipment • Repair or replacement of school property and other tasks which may arise and require attention • Ensuring that logged maintenance requests are completed within a reasonable timeframe and provide reporting on these jobs and completion status <p>3. Work Health and Safety</p> <ul style="list-style-type: none"> • Awareness of all Health and Safety policies and procedures developed by the College • Attend to all matters ensuring that the College grounds and facilities meet appropriate WH & S standards • Completing tasks raised by the WH&S Committee • Ensure work is carried out in a safe manner having due regard for the health and safety of yourself, your fellow workers and all other users of the College grounds |

- Grounds
- Maintenance
- Work Health and Safety
- Other Tasks/Responsibilities

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1. Grounds

- Ensuring a high standard of presentation of the School's environment, including buildings, grounds and landscaping
- Assist with school improvements in line with the School's Master Plan for facilities such as building renovations and refurbishments, fencing, paving, etc.
- Be proactive in identifying any grounds and lawn needs and resolve them in a timely manner
- Fertilizing, mowing, edging and whipper snip all lawn areas
- Assist external contractor with garden beds
- Implementing grounds changes at the behest of management
- Maintaining the reticulation system, by making themselves familiar with the system as well as repairing broken terminal equipment i.e. damaged or missing popups
- Safely operate and maintain machinery, tools and equipment as required, having considered risk to self and others
- Maintaining of paved areas in and around the school including lifting of sunken pavers
- Ensuring soak well grates and gutters are kept open from any debris
- Weed and litter control around school perimeter to a level satisfactory to management
- Keep entrances to the school, inside and outside, clean and clear of obstructions at all times
- Opening and closing of school premises including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services
- Assist other grounds team members as requested by management
- Assist in controlling insect infestations with poison in a safe and proper manner
- Ensure work areas and the shed is kept clean, tidy and secure at all times
- Have the appropriate licence to be able to use the school vehicles

2. Maintenance

- Undertaking minor repairs and routine maintenance of buildings and equipment
- Repair or replacement of school property and other tasks which may arise and require attention
- Ensuring that logged maintenance requests are completed within a reasonable timeframe and provide reporting on these jobs and completion status

3. Work Health and Safety

- Awareness of all Health and Safety policies and procedures developed by the College
- Attend to all matters ensuring that the College grounds and facilities meet appropriate WH & S standards
- Completing tasks raised by the WH&S Committee
- Ensure work is carried out in a safe manner having due regard for the health and safety of yourself, your fellow workers and all other users of the College grounds

4. Other Tasks/Responsibilities

- Uphold the Mission, Vision and Values of Mandurah Baptist College.
- Delivery of goods to classrooms or faculty storage areas
- Assist with College bus fleet inspections as and when required
- Set up and clearance of furniture/equipment for College functions
- Attend out of school hours events as required

5. Ensure compliance with MBC values, policies and standards as reviewed and updated on an annual basis

6. Any other duties as directed by the Grounds Manager and Business Manager

Created on 25 May 2022

Last Updated