

Key Responsibilities

Two Wells Campus

Maintenance

- Develop and implement in collaboration with the Business Manager, a preventative maintenance program of daily, weekly, monthly, term break and annual activities, to ensure the effective maintenance of buildings, grounds and related equipment at the Two Wells campus.
- Maintenance will encompass, but is not limited to:
 - Joinery, carpentry, repairing and building of furniture, painting, doors, locks, plant, equipment and other tasks as they arise
- Responsibility for the safe, clean environment of the Two Wells campus and immediate surrounds, including litter, graffiti, broken glass and bins
- Supervision of contractors attending at the Two Wells campus, including as to insurance documentation and Working with Children Checks and other Catholic Education clearance requirements in conjunction with the Business Manager or Property Services Manager
- Ensure the maintenance shed is well kept and compliant with WHS requirements
- Ensure equipment is well maintained and used in a safe manner
- Test and tag campus electrical appliances as to WHS requirements

Grounds

- Maintenance of grounds, including but not limited to, gardens, lawns, mowing, watering, weeding, fertilising, planting, pruning, ensuring the overall appearance of the campus grounds and gardens are well maintained and clean at all times
- Clear external drains, sweep paved areas and ensure that litter is removed from garden areas
- Maintenance of garden equipment and appropriately store garden implements and chemicals to WHS Regulations
- Supervision of any external contractors

Security

- Be available to respond to breaches of security or incidents when the Business Manager is not on campus
- Secure facility out-of-hours until contractors are available to repair/make good any issues, ensuring the campus is safe and secure at all times

Contractors

- Manage all external parties contracted to work at the Two Wells campus, including ensuring compliance as to:
 - Site induction
 - WHS Management
 - Public Liability
 - Building Licence
 - Hazardous Works Licence
 - Working with Children Check requirements (working in collaboration with the HR Administrative Officer to ensure all Catholic Education SA screening requirements are adhered to **prior** to commencement of works)
- Ensure contractors' work is carried out in accordance with Service Agreements
- Have up-to-date knowledge of and ensure all requirements of Catholic Safety Health & Welfare SA, SafeWork SA and industry standards are always met
- Liaise with WHS Coordinator as to site inductions for all contractors
- Keep the HR Administrative Officer updated as to contractor movement to ensure 'contractor clearance records' are up-to-date at all times

- Ensure correct and appropriate safety signage, when deemed necessary, is erected at the Two Wells campus and restrict access to staff, students and other community from entering any unsafe working areas

Communication

- Ensure the Business Manager is provided with regular written and verbal updates as to the management of the grounds and maintenance function of the Two Wells campus

Other

- Set up for Campus events as requested
- Ensure all deliveries to the campus are moved as appropriate and in a timely manner
- Active role on the WHS Committee
- Other relevant duties as directed by the Business Manager, Head of Campus or Principal

Key Responsibilities

Gawler Belt Campus

Whilst working at the Gawler Belt campus, the Grounds and Maintenance Person will work as part of a small team under the direction of the Property Services Manager.

Person Specification

Essential Minimum Requirements

- Acquire and maintain clearance to work in Catholic Education SA
- Approved Responding to Abuse & Neglect training
- Recognised trade qualifications and/or demonstrated previous experience in the management of grounds and maintenance
- Able to multitask effectively during busy times, exercising a calm and professional attitude at all times
- Friendly, positive and supportive attitude with the ability to build rapport and good working relationships with work colleagues
- Demonstrated organisational, time-management and planning abilities
- Well-developed communication skills
- Willingness to support progress and change
- Ability to quickly comprehend instructions and respond appropriately
- Computer skills, including knowledge of the Microsoft Office Suite
- A current driver's licence
- First Aid qualifications

Desirable Skills

- Trade Certificate an advantage
- Demonstrated experience in a school setting
- Knowledge of Building and WHS Regulations

Workplace 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 27 and 28 WHS Act 2012.

Performance Review

The employee must undertake a Performance Review on the anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate and conforms with the classification levels as detailed in Appendix K of the Catholic Schools Enterprise Agreement 2017 (as amended).

Acknowledgement

I have read and understood the requirement of the position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and conditions.

SIGNED: _____

Date: _____

(Principal or Delegate)

SIGNED: _____

(Employee Signature)

SIGNED: _____

Date: _____

(Employee Print Name)