

- Perform maintenance of property plant, furniture and equipment
- Undertake repairs and maintenance to buildings and property
- As part of a team, general responsibility of upkeep, tidiness and appearance of College property
- Other reasonable duties in relation to property maintenance as directed by the Facilities Operations Manager (or delegate)
- Undertake any other duties as required by the Principal

Person Specification

- Ability to demonstrate practical support for the Catholic Ethos of the College
- Demonstrate knowledge and experience in building and grounds maintenance and use of standard machinery, tools, and equipment
- Knowledge and experience of general garden and turf management
- Demonstrated knowledge and experience to safely and responsibly operate minor plant and equipment, such as chain-saw, leaf blower, ride-on lawn mower and edge trimmer
- Sound computing skills and knowledge and able to utilise Microsoft Office products to create standard correspondence and reports
- A demonstrated ability to work collaboratively and cooperatively with others as a positive team member
- Good interpersonal and communication skills and ability to safely and responsibly take direction and respond appropriately
- Work under general supervision and apply a range of well-developed skills to a variety of predictable and occasional unpredictable problems, within scope of position, seeking guidance and instruction as applicable
- Ability to interpret available information using discretion and judgement and taking responsibility for own work outcomes to specified standards.
- Good organisational and time management skills to carry out required tasks in a timely and competent manner.
- Sound computing skills and knowledge specifically using Microsoft Office (i.e. Outlook, Word, Excel).
- Sound understanding of and active commitment to always apply safe work practices.
- Flexibility to be contactable and available out of hours as required to undertake necessary security and maintenance duties as required.
- Demonstrated understanding and compliance of professional boundaries.
- Display a neat and tidy standard of dress that promotes safety and suits the practical demands of the workplace, using appropriate personal protective clothing to safely fulfil role requirements.

Role Requirements

- Qualifications/training/experience in:
 - Certificate III in horticulture or gardening, or technical trade experience
 - Manual Handling
 - WHS including Hazard Management & Job Safety Analysis - Hazard Awareness
 - Working at Heights
 - White Card
 - Safe Chainsaw Operation
 - Herbicide / Pesticide Training

- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- A current SA drivers licence
- Disability Standards for Education Training
- 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

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

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.