Lourdes Hill College

GROUNDSMAN / MAINTENANCE OFFICER – PROPERTY TEAM
ROLE DESCRIPTION

Lourdes Hill College is committed to the provision of sound educational opportunities for its students within the context of Christian values and the development of quality educational programs is integral to that provision.

The Groundsman / Maintenance Officer is a member of the College Property Team which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the Property Team is to deliver a broad range of services to support the College’s educational and cultural mission.

Within that context, this role focuses primarily on providing a positive, safe and sustainable environment for Staff and Students in which there is obvious care for the physical resources of the College and a desire to provide and maintain and aesthetically pleasing surroundings.

1. REPORTING RELATIONSHIP
   - Ultimately reports to the Property Manager

2. OPERATIONAL RELATIONSHIP
   - Responsible to the Maintenance – Leading Hand and the Property Manager
   - The team structure is as follows:

   ![Property Team Structure Diagram]

   - Property Manager
   - Maintenance Leading Hand
   - Building Systems Officer
   - Gardener
   - Facilities & Booking Officer
   - Groundsman / Maintenance Officers

3. CONSULTATION RELATIONSHIPS
   - College Teaching, Office Administration and Sport Administration Staff on support requirements
   - Property Team – collaboration, liaison and team building

4. POSITION PROFILE – CHARACTERISTICS & QUALIFICATIONS

   4.1 Essential Position Requirements
   - Current Queensland motor vehicle drivers licence with towing experience
   - Hands-on maintenance skills (i.e. carpentry, welding, painting, roller door maintenance, gardening etc)
   - Bus Driving license (minimum light rigid classification) and/or ability to secure such a license
   - Developed inter-personal skills and the ability to communicate with a wide range of people
   - Ability to work with minimum supervision and to efficiently organise the work within area of responsibility
4.2 **Preferred Position Requirements**
- Experience working within a School or similar educational environment
- Knowledge of cleaning practices
- Experience in the maintenance of buildings and building services or a similar position
- Current First Aid Qualifications

4.3 **Personal Qualifications**
- Commitment to the philosophy and aims of Lourdes Hill College and its legal, moral and ethical obligations
- Team player with positive and professional disposition inclusive of high levels of confidentiality and personal integrity
- Openness to new technology and processes, including training and improvement in skills to enhance performance in the position

4.4 **Key Performance Indicators**
The general quality of work is monitored by the Business and Property Managers and is subject to stated key result areas and professional standards, of which the following are indicative for the role:

<table>
<thead>
<tr>
<th>Key Result Area</th>
<th>Indicative Measures of Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Satisfaction</td>
<td>▪ Customer Satisfaction – Service Level Agreement</td>
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<td></td>
<td>▪ Staff Satisfaction – Property Support</td>
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<tr>
<td>Compliance</td>
<td>▪ External Compliance – WH&amp;S Issues Raised on Audit</td>
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<td></td>
<td>▪ Internal Compliance – Safety Checks Completed as required</td>
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<tr>
<td>Internal Process</td>
<td>▪ Internal Process – % Deadlines Met</td>
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<td>▪ Internal Process – % Maintenance Schedule Completed</td>
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<td></td>
<td>▪ Internal Process – Policy Implementation and Enforcement</td>
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<tr>
<td>Property Team</td>
<td>▪ Team KRA’s Meeting Expectation</td>
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<td></td>
<td>▪ Business Plan Items Completed – Team</td>
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<td></td>
<td>▪ Business Plan Items Completed – Individual</td>
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<tr>
<td>Annual Projects</td>
<td>▪ As per Team Business Plan</td>
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<th>Key Behavioural Criteria</th>
<th>Indicative Measures of Performance</th>
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<tr>
<td>College Philosophy / Values</td>
<td>▪ Upholds, by example and word, the Catholic values of the College in relation to moral, legal and ethical issues.</td>
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<tr>
<td>Planning and Organising</td>
<td>▪ Establishes courses of action for self or others to accomplish a specific goals / targets. Allocates resources, defines intermediate milestones. Modifies plans for changing circumstances.</td>
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<td>Judgement / Decision Making</td>
<td>▪ Makes decisions or commits to courses of action in a timely and appropriate manner after consideration of established criteria.</td>
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<td>Initiative</td>
<td>▪ Self starts rather than passively accepts situations. Takes action to resolve problems or improve performance without having to be asked or directed. Looks for better ways to do things.</td>
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<td>Cooperation and Collaboration</td>
<td>▪ Actively contributes to work groups and maintains effective work relationships. Readily volunteers and exchanges information.</td>
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<td>Communication / Presentation</td>
<td>▪ Expresses and presents ideas effectively in individual and group situations. Exchanges information and ideas freely.</td>
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5. **SPECIFIC RESPONSIBILITIES – GROUNDSMAN / MAINTENANCE OFFICER**

The following duties are indicative of the requirements of this role only. From time to time other duties of a similar nature will be required.

5.1 **General Maintenance Duties**
- As requested, assist the Property Manager and Maintenance Leading Hand with repair and maintenance duties to School furniture and fittings, equipment and other assets.
- Assist the Property Manager and Maintenance Leading Hand with other minor building and/or repair and maintenance projects as requested. Maintenance includes all carpentry, plumbing and electrical tasks limited to the replacement of light bulbs
- Liaise with the Maintenance Leading Hand on requirements for tools and equipment and/or supplies to maintain stock.
- Provide general tool maintenance

5.2 **General Groundsman Duties**
- Move or relocate furniture, tools, equipment, stationary etc. as required or directed.
- Ensure all bins are emptied daily and cleaned and disinfected with Phenol (or similar) as required
- Keep all roads, pathways and grates clean and free from rubbish and other debris
- Clean external surfaces of buildings as required
- Clean roof, gutters and downpipes as required
- Assist in garden upkeep as required and directed
- As required, advise the Property Manager on instances of graffiti, theft, break-ins and vandalism
- Assist in monitoring of service contracts (e.g. rubbish collection, cleaning etc.) and report to the Property Manager and/or Maintenance Leading Hand of any concerns.
- As required, provide knowledge and support to other Property staff.
- As required, and if in possession of requirement licence, drive the College Bus in accordance with:
  - All Queensland Department of Transport and Main Roads regulations and legislation;
  - An understanding and adherence to all policies and procedures pertaining to student travel as advised by College administration / management
  - Refer College Bus Driver Role Description for further information

5.3 **Functions and Events**
- Assist in the setting up (and packing down) for various school functions as required and directed.
- Assist in the setting up (and packing down) for public and community meetings as required for the hiring and use of College facilities, materials and equipment.

5.4 **Workplace Health & Safety**
- Report hazardous situation to the Maintenance Leading Hand and/or other relevant Senior Staff members
- Use and operate machinery in a safe and proper manner
- Keep all safety records / procedures relating to equipment in an accessible place
- In conjunction with the Maintenance Leading Hand, advise the Property Manager on the performance and upkeep of tools, equipment and fittings (including Test & Tag of electrical equipment)
- Ensure Workplace Health & Safety requirements are adhered to at all times

5.5 **Team Support / Planning**
- In accordance with the Division’s Charter provide appropriate levels of customer service and support across all areas of the organisation.
- Contribute to Property Team discussions with the view to improving the accuracy, reliability, efficiency and accessibility of processes and procedures.
- In conjunction with the Property Manager, assist in the development of support of key initiatives relative to respective Divisional Business Plans.
6. **HOURS OF DUTY & CONDITIONS**
- 40 hours per week permanent full-time position with one rostered RDO per month
- Specific hours to be negotiated however there will be an overriding need for hours to be prioritised in accordance with school timetables.
- Annual leave of 4 weeks per annum (pro-rata) with loading at 17.5%
- Superannuation in accordance with legislative requirement plus additional employer contribution of up to 3.5% with a 5% employee co-contribution
- Possession (or ability to obtain) a valid “Working with Children” blue card is an essential for employment at Lourdes Hill College.

7. **APPRAISAL / REVIEW CONDITIONS**
- The Groundsman / Maintenance Officer will be required to undergo a yearly Performance Review with the Property Manager
- Ongoing Position is subject to the successful completion of a three month probationary period.

8. **SALARY**
- Dependent upon experience or qualifications, in accordance with Tradesperson or Miscellaneous Worker classification within the Catholic Employing Authorities Single Enterprise Collective Agreement

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<th>Written by</th>
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<th>Date</th>
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<tr>
<td>Andrew Hines</td>
<td>Robyn Anderson</td>
<td>04/06/14</td>
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