



Doctrina Vitae

**Bacchus Marsh  
Grammar**

## **Position Description**

### **Grounds and Maintenance Officer**



**Bacchus Marsh Grammar**  
South Maddingley Road, Victoria  
Mailing Address  
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Bacchus Marsh, Vic 3340

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## **POSITION DESCRIPTION**

**POSITION:** Grounds and Maintenance Officer

**ORGANISATIONAL UNIT:** Grounds and Maintenance

**POSITION STATUS:** Full time, ongoing

**CLASSIFICATION:** Business Support Services Level 3

### **POSITION OVERVIEW:**

The Grounds and Maintenance Officer is an integral part of Bacchus Marsh Grammar's operations particularly its curricular and programs by ensuring a high standard of the School's facilities. This position objective is to contribute to the Grounds and Maintenance team to provide quality gardening services and continuous improvements to buildings, property and various plant and equipment at Bacchus Marsh Grammar. This position provides a safe working environment for staff and students, ensuring compliance with relevant OH&S and other applicable legislation, regulations and standards.

## **KEY DUTIES & TASKS**

### **1. General Duties**

- Maintenance and continuous improvement to the buildings, property and various plant and equipment owned by the School.
- Liaise and promptly report on maintenance which is beyond the scope of the position such as tree safety, engineering issues, air-conditioning/heating, plumbing, electrical and glass repairs, etc.
- Proactively identify maintenance issues then rectify/initiate remedial action.
- Assist the Senior Maintenance Officer with coordination of tradespersons and contractors ensuring OH&S and high work standards are always met.
- Respond and attend to the ad hoc and planned maintenance requirements of the School in a timely and orderly manner.
- Promote and maintain OH&S standards in the Department and the School generally.
- Assist with the movement and setting up of desks, chairs and other equipment as needed for various organised events.
- Ensure the general areas of the School are of a neat and tidy appearance at all times. This includes twice daily rubbish pick up.
- Assist with the distribution of bulky/heavy inwards good received.
- Work closely and cooperatively with other Grounds staff and contractors on a day to day basis.
- Assist with prompt responses to requests/enquires and portray a helpful and positive image of Bacchus Marsh Grammar.
- Carry out pre-operation inspections and routine maintenance of plant and equipment to ensure safe operation.
- Comply with and promote safe work practices for the team and ensure that public safety is considered in all works carried out.
- Contribute to the Grounds and Maintenance team by adopting safety procedures for the protection of staff, students and the general public.
- Participate in emergency procedures as necessary.
- Provide assistance to others in the team as required.
- Participate in rostered crossing duty as required.

### **2. Gardening**

- Carry out landscaping and garden maintenance related tasks as directed and that will assist the team in meeting its obligations. This includes mowing, edging, pruning, planting, hedge trimming and pruning of shrubs, plants and trees.
- Weeding and mulching garden beds.
- Use of chemical applications.

- Cleaning the grounds using brooms, rakes and hand blowers.
- Preparation and maintenance of all equipment used.

### 3. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing. Complete all School assigned learning by the required due date.

### 4. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and comply with all WHS policies, procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

### 5. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active & constructive manner.

### 6. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Senior Grounds and Maintenance Officer. This position has a secondary reporting line to the Building, Grounds and Maintenance Manager.
- **Direct reports to this position:** n/a.
- **Internal Relationships:** All staff
- **External Relationships:** contracts, suppliers, etc.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Within the philosophies and policies of Bacchus Marsh Grammar, this position is required to assist in the promotion and further development of activities provided.
- This position will receive broad direction, guidance and informative feedback from senior stakeholders including the Director of Sustainability/ Property Manager, Business Manager and Principal.

## KEY SELECTION CRITERIA

### *Qualifications/Licences*

- Current Working with Children Check (employment).
- National Criminal History Check.
- Current and valid Australian Driver's License.
- Qualification in Parks & Gardens or Horticulture will be highly regarded.

### *Essential Criteria*

- Demonstrated experience in grounds and garden maintenance.



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- The ability and competency to use a wide range of equipment and tools.
  - Strong organisational skills with demonstrated ability to priorities competing tasks, meet deadlines and work under pressure.
  - Ability to work and provide direction within a team.
  - Excellent interpersonal and communication skills (written and oral) appropriate to work within a culturally diverse education community and customer service environment.

**AUTHORISATION**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**Debra Ogston**  
Principal

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I, \_\_\_\_\_ have read and agree to abide by the requirements of this position description.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_