



ROLE DESCRIPTION

1.0 POSITION TITLE: School Officer - Groundsman

1.1. Classification – Service Staff Level 2

1.2. Hours – Full Time

2.0 PURPOSE / SCOPE OF POSITION – KEY RESULT AREAS

The purpose of the role of School Officer – Groundsman at Villanova College is to ensure that grounds throughout the Coorparoo campus are safe and maintained to a high standard at all times.

2.1 Collaborative Practices & Partnerships

The role holder works collaboratively and in partnership with others, both within and without the College, in the execution and completion of duties and responsibilities

2.2 Effectiveness & Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in appropriate and timely manner

2.3 Commitment & Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to the role and duties undertaken.

2.4 Spiritual Life of the College

The role holder participates in College liturgies and is a witness to the Catholic values of the College.

3.0 STATEMENT OF RESPONSIBILITY

The position of School Officer - Groundsman plays an integral role within the facilities team in maintaining the College grounds. The facilities team work collaboratively to ensure College grounds and facilities are always maintained to the highest standard.

Following of College policies and procedures relevant to the role is of paramount importance.

This Duty Statement will be reviewed annually, as part of your professional development, in collaboration and partnership with the Facilities Manager and the Business Manager. The statement makes clear the day-to-day expectations of the position, taking into consideration needs of the College.



4.0 EXAMPLES OF ACTIVITIES UNDERTAKEN AND/OR DUTIES COMPLETED

The position requires the role holder to undertake and complete the following activities and duties:

Grounds Maintenance

- Mow and trim lawns and shrubbery and clear debris.
- Maintain College grounds to a high standard at all times. This includes but is not limited to weeding, mulching, pruning and maintenance of gardens, trees and hedges.
- Mow footpaths around College and trim footpath edges in Fifth, Sixth and Eighth Avenues.
- Work collaboratively with other members of the Facilities Department on specific projects as necessary.
- Other duties as directed.

Events and Functions

- Set up for College events including positioning of carpet squares and chairs, positioning of tents and other equipment.
- Pack up after internal and external College events.

Cleaning

- Collection of litter within the College Grounds including verandah areas and toilet blocks.
- Ensure gutters and drains within College Grounds remain clear.
- Pressure cleaning of walkways, garden walls and other visible areas.

Other

- Provide assistance with the pool maintenance, including daily inspection ensuring all procedures are followed, when required.
- Perform other tasks within your capabilities as and when requested by the Principal, Business Manager and Facilities Manager.

5.0 ESSENTIAL SKILLS

- Be able to liaise professionally and confidently with staff and various external stakeholders
- Possess a demonstrated high regard for confidentiality, loyalty, customer service and the ability to work harmoniously with others
- Possess sound computer skills in Microsoft suite of products
- The ability and commitment to:
 - work in a team environment
 - enhance existing knowledge and skills
 - follow best practice in work health and safety
 - work under pressure and manage deadlines
 - Possess a valid Blue Card



6.0 AUTHORITY LIMITS

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the School Officer Groundsman acts in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

7.0 REPORTING AND OTHER RELATIONSHIPS

The School Officer Groundsman reports in the first instance to the Facilities Manager. Other significant relationships exist with the Business Manager, College Leadership Team Members and Principal.