POSITION DESCRIPTION

Position Title: Grounds person/Gardener
Organisation Unit: Property and Facilities Division
Position Number: 1256674
Type of Employment: Fixed-term, full-time
Classification: HSc Level 3

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
Organisational Environment

The University has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates a number of research sites and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that supports the University's teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: Energy Management and Sustainability, Construction project management, Engineering Services, Site Planning, Space and Property services, Asset Services (i.e. building maintenance, grounds maintenance, fire safety, security and parking), and Campus Services (i.e. cleaning, furniture, logistics, UQ fleet, mail dispatch).

UQ’s environmental sustainability initiatives have gained significant recognition. The Property and Facilities Division manages the University’s Environmental Management System, provides advice, and promotes best sustainability practices at UQ. Further information about the Property and Facilities Division may be accessed on the Division’s web site at http://www.pf.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - www.uq.edu.au/current-staff/working-at-uq.

DUTY STATEMENT

Primary Purpose of Position

To undertake grounds maintenance tasks within an allocated precinct of the Gatton campus, and elsewhere as directed by the Grounds Section Supervisor; including gardening, grass cutting and general maintenance activities to retain and develop the aesthetic appeal and amenity of the campus in an environmentally friendly and sustainable manner.

Duties

Duties and responsibilities include, but are not limited to:

- Ensure the allocated precinct area is maintained efficiently and effectively to a high standard in an environmentally friendly and sustainable manner.
- Perform the following gardening and related maintenance tasks with little or no disruption to the users of the campus facilities within the allocated precinct area and elsewhere, as directed by the Supervisor:
  - garden landscape maintenance, including planting, pruning, mulching, weeding, edging, mowing and brush cutting;
  - fertiliser application, turf maintenance, irrigation system maintenance, as well as pesticide application, provided a current commercial operator’s licence (pesticides) is held;
  - cleaning of pathways and roadway gutters, operation of various grounds and landscape equipment;
  - picking up and removing rubbish from the area on paths, lawns and gardens;
  - irrigation system maintenance;
- Turfing and/or seeding of worn or damaged turf areas; and
- Aerating and top dressing of lawns and the control of pests.

- Undertake landscaping around new and existing buildings, including installation of agricultural drains and micro-irrigation, placement of rocks and mulch in garden beds, tree stakes and guards, as well as turf and garden refurbishment including removal of all unwanted plants, cultivation of soil, replanting and mulching.

- If allocated a precinct area containing outdoor sporting facilities - maintain playing fields and courts, as well as their immediate surrounds, including:
  - Mark fields or courts for specific sports as required, to comply with the guidelines of international standards;
  - Maintain turf or other surfaces on fields or courts, including as applicable, aerating and top dressing, repairs of goalmouths and other worn areas on fields and repair areas damaged by vandalism; and
  - Move oval posts.

- Otherwise, assist in the maintenance of outdoor sporting facilities, when required.

- Operate and maintain various grounds and landscape equipment, including daily checks of oil, water and fuel before use, greasing all appropriate points, filling in of log books and reporting work required on machinery.

- Assist other Grounds staff members when required.

- Perform any other work as directed by the Supervisor Grounds, Gatton or the Senior Client Facility Manager.

NOTE: Only persons holding a commercial operator’s licence shall apply pesticides on University property.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- The University’s Code of Conduct

- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

- The adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Supervisor Grounds, Gatton who in turn reports to the Senior Client Facility Manager – Gatton/Remote Sites.
SELECTION CRITERIA

**Essential**
- Qualifications and training equivalent to a Level 3 Certificate in Horticulture; or qualifications and training equivalent to a Certificate 2 in Turf Management, or an equivalent combination of relevant experience and/or education/training.
- Possess a current open Queensland Driver’s Licence.
- Sound interpersonal skills and the ability to work in a team environment.
- Demonstrated ability to organise and undertake garden maintenance responsibilities effectively, efficiently and within deadlines for completion.
- Demonstrated ability to operate and maintain garden and mowing equipment.
- Demonstrated ability to work under general direction with minimal supervision.
- Demonstrated experience within the horticultural or grounds maintenance field.
- Demonstrated experience with line marking and equipment, chemical and foliar spraying and equipment or the operation of sports turf machinery would be well regarded.
- A motivated self starter with a strong work ethic, who is willing to learn and develop new skills.
- Excellent interpersonal skills, with the ability to communicate effectively with a large variety of people, including University staff and students.
- Ability to exercise tact and restraint in the face of unfair criticism is essential.

**Desirable**
- A commercial Operations Licence (pesticides).
- Five (5) years’ experience within the horticultural or grounds maintenance field.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.