

<b>POSITION TITLE:</b>	Maintenance & Grounds Officer
<b>SECTION:</b>	St Andrew's Catholic College
<b>REPORTS TO:</b>	Operations Manager
<b>CLASSIFICATION:</b>	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> Service Staff Level 3
<b>AUTHORISATION:</b>	Executive Director

## Catholic Education Services - Diocese of Cairns

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents

- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

## Purpose of the Role

The primary purpose of the Maintenance & Grounds Officer is to assist the Operations Manager to ensure that the buildings, equipment and grounds are well maintained, well presented, secure, safe and compliant with applicable regulations.

Competency at this level involves application of knowledge with depth in some areas and a broad range of skills. The employee will be fully competent and experienced in a technical sense and will require little guidance. Over time the employee will demonstrate understanding of a broad knowledge base. There is a range of roles and tasks in a variety of contexts, where there is some complexity in the extent and choice of actions required. As the employee gains experience they may be asked to identify, analyse and evaluate information from a variety of sources. Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints. Good interpersonal and communication skills are required.

Work is performed under limited supervision and may be checked in relation to overall progress. Duties may take the form of broad guidance and may involve a level of autonomy when working in teams.

This position operates in autonomy or within a work team. Over time the employee may be asked to lead or supervise a work team. An employee in this position may have limited responsibility for guidance of the work of others. Team co-ordination may be required.

## Essential Duties and Responsibilities

*Typical duties performed may include, but are not limited to:*

- Ensure the College facilities are maintained to a high standard
- Assist with repairs and maintenance, including regular preventative maintenance, of facilities at a level not requiring trade qualifications including:
  - Painting
  - Concreting



- Tiling and paving
- Electrical
- Glazier
- Plumbing
- Assist with the general maintenance and development of turf areas and surrounds including watering, weeding, fertilizing (under supervision), brush cutting, chemical spraying (appropriate ticket required) and mowing
- Assist the Gardener with planting and maintaining trees and gardens including weeding, pruning and mulching
- Undertake cleaning with a water-blaster to wash/clean paths, driveways, walls and/or AstroTurf and to remove graffiti
- Operate heavy machinery including tractors, loaders and mowers
- Operate and undertake non-trade maintenance and repairs to power tools, manual equipment, pump, irrigation, drainage and waste systems
- Clean toilets and spills as required
- Collect and dispose of rubbish as required
- Order/purchase and collect goods in accordance with policies and processes
- Maintain vehicles
- Maintain cleanliness of workshop and other work areas and safely label and store materials
- Assist with setting/packing up for College events and functions
- Assist teaching and other College staff with transportation of equipment and furniture
- Follow up any matters raised by security, cleaners etc.
- Maintain simple records
- Follow all health and safety policies and procedures and report all hazards to the Operations Manager
- Maintain appropriate behaviours when engaging with children

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at St Andrew's Catholic College. You may at times be required to work at other tasks and in other areas as directed and discussed with the Head of Sport and/or members of the Senior Leadership Team.

## Genuine Occupational Requirements

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work



- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks
- Facilitate the prevention of child harm by recognising and responding appropriately

### **Physical requirements of the position:**

- Work is normally performed in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the office/school environment appropriate to the position
- Frequent driving of a motor vehicle
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment

## **Mandatory Qualifications and Requirements**

- Unless an exemption applies all staff are required to hold a current *Working with Children Blue Card* or be eligible to apply
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- Qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position
- Promote child safety at all times

## **Related Documents**

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

## **Additional Information**

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues



## Employee Acceptance

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: \_\_\_\_\_

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

