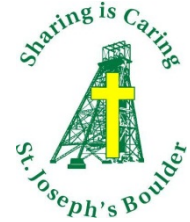




St Joseph's School Boulder



Grounds/Maintenance Person Duty Statement

The Grounds/Maintenance Person is responsible for the upkeep and maintenance of the school grounds. The Grounds/Maintenance Person is directly answerable to the Principal.

The Grounds/Maintenance Person will be expected to carry out their duties to a high degree of efficiency and accuracy. The Grounds/Maintenance Person will be expected to show initiative and discretion in their role and the highest standard of confidentiality is essential.

The Grounds/Maintenance Person is employed under the terms and conditions of the Non-Teaching staff Enterprise Bargain Agreement 2014.

Essential Qualifications and Competencies

- A wide range of practical skills and a demonstrated ability to carry out ground maintenance tasks.
- Demonstrated ability to work under direction with limited supervision
- Ability to work in a small multi-skilled work environment
- A current driver's licence
- Have an excellent knowledge of the use and safety aspects of all forms of grounds maintenance equipment.
- Be able to identify and report on OH&S work practices.
- Have a current police clearance and Working with Children Check (or be able to receive these prior to starting employment).

DUTIES

Grounds:

- Take responsibility for the maintenance and general upkeep of facilities and grounds.
- Maintain and upgrade garden beds and lawns.
- To ensure grounds are kept well watered and to fertilise where required.
- To mow grass and edge the grassed areas around the school, where required.
- To maintain gardens and all areas around the school, including pruning and weeding, where required.
- To maintain all garden equipment.
- Maintain grounds in clean and tidy condition.
- To maintain bore and reticulation system to the school grounds.
- To maintain garden shed and surrounds.
- To keep all paths, undercover area and car park clean and tidy.
- Blow/vacuum around classrooms.
- To take rubbish to the tip when necessary.
- Unlock all school gates, undercover area and toilets at 7.45am.
- To check and monitor the security of the school boundaries.
- Arrange for quotations on work required e.g. painting, re-carpeting and other capital development maintenance items.

- Maintain and clean gutters on all buildings in preparation for winter.
- General schoolyard cleaning.
- To mark and prepare grounds for sport activities and carnivals as required.
- Removal of daily rubbish from school bins in playground areas.
- Maintain and upkeep of the chickens and their enclosure.
- To clean effluent filters as necessary.
- To maintain the area around the tank in order to control mosquito breeding.
- To chlorinate the tank and treat with mosquito control agents.
- Any other duties that may arise at the Principal's discretion.

Maintenance Duties:

- Take responsibility for the maintenance and general upkeep of facilities and grounds.
- Carry out minor repairs to external and internal facilities.
- Coordinate repairs and maintenance conducted by external contractors.
- Assist teachers with general requests in connection with safety matters within the classroom.
- Maintain and repair small areas of brick paving.
- Carry out minor repairs, where able.
- Prepare list of tasks to be completed in holidays – discuss with Principal two weeks prior.
- Identify and report to Principal any maintenance concerns.
- Any other duties that may arise at the Principal's discretion.

General

- Adhere to Occupational Health and Safety procedures and policies and maintain a safe working environment.
- Demonstrate a high level of self-motivation and independence.
- Demonstrate a commendable work ethic.
- Maintain a high level of confidentiality.
- Work collaboratively with staff.
- Be supportive of, or an active member, of the Catholic Church.
- Mentor a maintenance assistant who works 3 hours per week.
- Any other duties that may arise at the Principal's discretion.

Hours: Part-time 22.5 hour week (3 days), 48 weeks per year
Remuneration: \$51,905 (full-time, per annum) plus superannuation paid in accordance with the EBA.
Monday, Wednesday & Friday 7.45am – 3.45pm 3 days x 7 ½ hours = 22½ hours.
 (actual work days may be negotiable)

Morning Tea break 10.45am to 11am 15 minutes
Lunch break 12.45pm to 1.15pm ½ an hour

To apply, please email a current CV to the principal, Lisa Gallin at lisa.gallin@cewa.edu.au or drop it into our school office. Please ensure your contact details are included.

Applications close 3pm Friday, March 27th, 2020.