

# Position Description

**Position Title:** Grounds and Maintenance Officer  
**Type:** Full Time  
**Date:** March 2024  
**Reporting To:** Facilities Manager  
**Direct Reports:** Nil

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## Position Objective

The Grounds and Maintenance Officer performs a variety of work in the general maintenance of the College grounds. They maintain and perform minor repairs and gardening under the guidance and leadership of the Facilities Manager.

## Position requirements

The Grounds and Maintenance Officer will:

- Have wide ranging skills in general maintenance and have a hands-on can-do approach.
- Be professionally presented, punctual, organised, trustworthy and have an attention to detail.
- Have a willingness to take initiative and make decisions when required to do so, while being able to follow reasonable requests and direction from their supervisor.
- Demonstrate a visible and active commitment to: personal well-being; compliance with workplace policies and procedures for risk identification, risk assessment and risk control; continuously improving The Women's College health, safety and environmental performance; and activities associated with the management of workplace health and safety.
- Uphold the Mission, Vision and Values of the College and maintain a commitment to the College Code of Conduct at all times.
- Adhere to the processes and procedures set out in the HR Handbook.

## Competencies required

The following competencies are required for this position:

- Trade qualifications or equivalent are highly desirable.
- Certificate III in horticulture or equivalent highly desirable.
- Minimum 3 years' experience in a similar role or equivalent.

## Key responsibilities / Performance measures

Maintenance/Grounds

- In liaison with the Facilities Manager, undertakes relevant property and building maintenance, ensuring all maintenance requirements and requests are completed in a timely manner.
- Responds to identified defective components to ensure any potential hazards are corrected, repaired or eliminated in a timely manner.

- Undertakes lawn and landscaping maintenance and any other ground maintenance as required.
- Adhere to set standards for all work procedures and time frames which ensure a consistently high-quality environment (eg. Daily, weekly, monthly and annual).
- Assist in the stocktake/audit process for maintenance equipment and supplies.
- Conduct all building and grounds maintenance activities as directed by the Facilities Manager.
- Adhere to the College's standards for sustainability and reduction of waste.
- Follow all approved work procedures.

#### Safety

- Adhere to the high standards of maintenance and safety throughout the College fulfilling all legislative requirements for Workplace Health and Safety and College set procedures.
- Follow all set procedures for the safe operation of all equipment and care of equipment.
- Follow set systems for all incidents and safety breaches to be recorded and reported.

#### General

- Identifying any defective elements to be repaired in accordance with the College procedures.
- Treating all staff, residents and guests in a professional, friendly and respectful manner.

#### Key business relationships

- College residents, staff and guests
- Suppliers and contractors

#### Authority level / Budget

- Nil

#### Other relevant facts about the position

- The Grounds and Maintenance Officer assists in the set up and clearing of functions booked by the College.
- In the absence of the Facilities Manager, assist College staff in the safe and efficient operation of the College grounds and facilities.

#### Acknowledgement

This position description has been designed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.