



MAINTENANCE OFFICER (GARDENS)

The Maintenance Officer (Gardens) is appointed by the Principal and is accountable to the Building Services Manager for the maintenance of gardens in the College and for the implementation of the Garden Development Plan. The Maintenance Officer (Gardens) works as part of the Grounds and Maintenance Staff.

The primary focus of this role is the provision of effective grounds maintenance. This includes gardens, lawns, sports fields and artificial turf management, maintenance of equipment and facilities, planting, pruning, fertilising and watering. The Maintenance Officer (Gardens) assists with all aspects of the College's Grounds and Maintenance programs, including the setup of indoor and outdoor facilities for events, to maintain a safe working environment for all staff and students.

The maintenance Officer (Gardens) takes on a role based on a model of Christian service. She/he derives authority from the Principal and is empowered and expected to participate in the implementation of the College Vision and be guided by the College values of compassion, justice, courage and joy.

KEY RESPONSIBILITY AREAS

Gardens and Grounds Maintenance

- Develop and implement a weekly, fortnightly and monthly schedule so that all garden areas are covered on a cyclic basis;
- General garden maintenance including weeding, watering and mowing, raking up leaves and sweeping up grass cuttings and leaves as required;
- Specialist pruning and plant nutrition.
- Maintain sprinklers, mowers and hoses;
- Sweep high traffic areas daily, sweep other paths, car parks, convent area, basketball courts where and when needed (at least once a week);
- Monitor litter on a daily basis and remove from gardens;
- Pressure wash paths, external drains and storm water pits;
- Clean away cobwebs from building exteriors.
- Implement methods of pest control.
- Liaise with and supervise sub-contractors and external service providers as required;
- Other duties as requested by the Building Services Manager.

Garden Development

Work with the Building Services Manager in constructing and regularly reviewing the landscape plan for the College.

Develop and implement the College landscape plan including planting.

Security

- Undertake the 'Opening' routine to unsecure the school in the morning and be available for overtime to provide occasional support for earlier activities;
- Monitor security and report security breaches;
- Monitor persons entering grounds during the day particularly at critical times;
- Be available for overtime to provide occasional security for evening functions.

OH&S

1. In collaboration with the Building Services Manager, ensure compliance with Dangerous Goods Act and the Occupational Health and Safety Act including:
 - Maintenance of a safe storage system for hazardous materials, dangerous goods and chemicals;

- Maintenance of equipment;
 - Ensure safe work practices and a safe work environment;
 - Updating Risk Assessments for all activities.
2. Attend professional development sessions in order to maintain skills required to fulfil the role of the Maintenance Officer;
 3. Ensure that all work undertaken is in compliance with Occupational Health and Safety Regulations.

Child Safety

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment and proactively monitor and support student wellbeing.

No position description can be entirely comprehensive and the incumbent will be expected to carry out other duties that may be required from time to time and are broadly consistent with the position description and the status of the post within the College.

ACCOUNTABILITY

Reports to: Building Services Manager

Internal liaisons: Building Services Staff, Students, Staff, Parents, Contractors/Tradespersons working on site

CONDITIONS

All conditions are in accordance with the Victorian Catholic Multi Employer Agreement 2018 and OLMC's employment policies.

This is a Category A position (The classification and level may be negotiated depending on experience and skill level).

Break: Half an hour for lunch

Leave: Four weeks annual leave

Note: Category A Education Support Employees would normally be expected to take their annual leave during the school holidays in two or three blocks (i.e. 1 week in the 2nd and/or 3rd term holidays and the balance during the Christmas holidays).

Environmental: Most duties are performed under periodically disagreeable working conditions, including: working outside, at times in inclement weather and exposure to water, dust, dirt, grease, paint fumes, chemicals and equipment noise and vibration.

Physical: The position requires frequent lifting/carrying of objects weighing up to 16kg, and less frequently up to 25kg and occasionally higher with assistance. Incumbents are also required to bend, kneel, crouch, reach, climb, walk and run. You will be required to operate chainsaws, chippers, brush cutters and relevant gardening hand tools.

Driving: Incumbents in this position are required to drive and operate vehicles and machinery. Examples include the ability to drive a utility or a ride on mower.

KEY SELECTION CRITERIA

1. Understanding of the Catholic philosophy and a commitment to the values of the school; and the ability to be a Christian model of service in your work.
2. Developed horticulture skills, attention to detail and proven gardening experience in a similar setting, turf maintenance or civil contract gardening experience.
3. General horticultural knowledge, ability to perform all general gardening duties (weeding; spreading mulch, soils and sands; hedge trimming; path maintenance; and other associated duties), knowledge and experience in application of herbicides
4. Certificate 4 in Horticulture (equivalent or higher)
5. Possession of a valid Victorian Driver's License.
6. First Aid Qualification (preferred but not mandatory).
7. Ability to work as part of a team and with limited supervision; follow oral and written instructions: form and maintain effective working relationships with others.
8. Knowledge of and continuing professional development in OH&S legislation related to this role.
9. Knowledge of the materials, tools, methods and equipment used in a building trade, such as carpentry, plumbing, painting, masonry, cement work and electrical work; repair methods and maintenance practices for structures, furnishings and equipment; work safety practices is highly desirable.

Date: July 2022