



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

SENIOR GROUNDS OFFICER

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Position:	Senior Grounds Officer
Reports to:	Assistant Property Manager
Type of position:	Full Time
Date prepared:	March 2019

SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

CGS VALUES

Learning, Respect, Integrity, Courage, Optimism

POSITION OVERVIEW

The Senior Grounds Officer is responsible for maintaining the high standard, appearance and presentation of the School gardens and grounds.

Key Responsibilities

Gardening and Turf

- Carry out grounds requests as allocated and distributed via My Maintenance, the APM and Property Manager (PM)
- Assist the APM develop work schedules and coordinate daily, weekly tasks and major works for holiday periods – this involves adding to task lists
- Provide support to the APM with the delegation of and training in tasks to other grounds staff when required
- Work with and assist other grounds staff and appointed sub-contractors in the effective and safe performance of their duties
- Ensure all grounds staff wear / use and maintain personal protective equipment
- Gardening duties including but not limited to: pruning, mulching, planting, weed management, etc.
- Pest and disease control
- Plant identification and care
- Irrigation installation and maintenance, including automatic controllers and solenoids in both garden and turf systems
- Basic construction associated with soft and hard landscape installations, such as paving, retaining walls etc.
- Assist with Lawn installation and maintenance of synthetic, seeded and instant turf lawns / ovals / hockey pitch
- Assist in the set up and preparation of sporting ovals for School sports activities in locations other than the School – including dismantling and erecting of sports equipment, goal posts, marquees etc.
- Use of garden tools, equipment and machinery operation and maintenance – mowers, tractor, tillers, roller, brushcutters, hedge trimmers etc.
- Support the APM with the estimation of every day plant / equipment items (soil, mulch, plants etc.)
- Build and maintain effective working relationships with staff and management to support and facilitate the effective and timely completion of projects
- Follow Occupational Health & Safety standards within the outdoor working environment
- Prepare and apply chemicals as per label and legislation
- Transport, handle and store chemicals as per label and legislation

- Observe all safety work practices, rules and regulation in all aspects of work performed
- Assist when required with the moving of furniture, equipment, materials etc.

Project Work

- Provide advice and undertake horticultural work and landscaping projects as required by the Assistant Property Manager (APM)
- Implement approved management plans for landscape projects:
 - Monitor the effectiveness of programs as required
 - Assist with the preparation of minor landscape projects and ensure project objectives are completed to a quality standard acceptable to the School

Other Duties

- Perform various other duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- Property Manager
- Assistant Property Manager
- Maintenance and Grounds team
- CGS Staff

External

- Trade Contractors – e.g. Arborists, Pump Technicians etc.
- Suppliers

Direct Reports

- N/A

Expenditure Authority

- Authority to incur School expenditure in line with approved authority limits

POSITION REQUIREMENTS

Knowledge & Skills

- Extensive experience in the development and maintenance of large gardens, parks or open space areas (essential)
- A minimum of 5 years' horticultural experience and/or relevant industry experience in a similar role (essential)
- Previous experience with hard landscape construction (retaining walls, paving etc.)
- Knowledge and skills in safe operation, care and optimum practice in use of machinery and equipment (essential)
- Thorough knowledge of plant and grass maintenance, weeds and plants and their treatments
- Excellent knowledge of plants, pests & diseases (essential)
- Knowledge of insecticide and herbicide application use and techniques (essential)
- Experience working in School Environments (desirable)
- Knowledge and appreciation of OH&S (essential)
- Experience driving tractors
- Have sound mechanical knowledge (desirable)

Qualifications

- Relevant tertiary qualification - Diploma or above in Horticulture or Parks and Garden (essential)
- Experience in operating small garden equipment/hand tools (essential)
- Current driver's license (essential)
- Current Working with Children Check and Police Check (essential)
- A current General Construction Induction Card (White Card)

Competencies, Behaviours & Attributes

- Ability to work autonomously and in a team
- Ability to perform under pressure
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to prioritise tasks and set timelines
- Possess a high level of fitness
- Have an excellent eye for detail
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate CGS's workplace values

Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Declaration

I, _____(full name) acknowledge that I have read and understand the **Senior Grounds Officer** POSITION DESCRIPTION

Employee Name (print): _____

Employee Signature: _____ Date: _____

This Position Description is approved by:

Manager Name (print): _____

Manager Signature: _____ Date: _____

HR Manager Name (print): _____

HR Manager Signature: _____ Date: _____