



**LOURDES HILL COLLEGE**

*A School of Good Samaritan Education*

# Position Description

## Groundsperson / Maintenance Officer

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the heart'. Our overarching vision is to be universally recognised for empowering generations of young women to be a transforming Benedictine presence in our world.

### Position Overview

The Groundsperson / Maintenance Officer is responsible for the effective delivery of grounds maintenance and general property services across the College. The role supports the upkeep, safety and presentation of buildings, outdoor spaces and facilities to ensure they remain functional, compliant and fit for purpose.

Working under the direction of the Property Services Leading Hand the position contributes to both preventative and reactive maintenance programs and assists in preparing facilities to meet the operational requirements of the College. The role requires a practical, hands-on approach and a commitment to maintaining high standards of workmanship, safety and care.

Through consistent attention to detail and adherence to workplace health and safety requirements, the Groundsperson / Maintenance Officer supports the orderly and efficient operation of the College's physical environment.

Duties and associated indicators of successful performance include:

### Mission Stewardship

- Demonstrates humility, reflection, and relational presence in daily interactions, modelling the values of the Good Samaritan, Benedictine tradition, and the College.
- Actively participates in liturgical, prayer, and formation experiences that contribute to the faith and spiritual life of the College community.
- Integrates faith, values, and reflection into everyday work and relationships within the College.
- Contributes to College service, social justice, and formation initiatives as a practical expression of the mission and values.

### General Grounds & Maintenance Duties

- Maintain College buildings, grounds and assets in a safe, clean and secure condition.
- Undertake routine and reactive maintenance tasks including minor carpentry, limited electrical (e.g. light bulb replacement), minor plumbing, waste management and gardening duties.
- Complete cyclical and preventative maintenance activities as scheduled.
- Assist with repairs, improvements and minor works across the College property.
- Operate manual and power tools and equipment safely and competently (e.g. mowers, trimmers, blowers and hand tools).
- Support in the maintenance of gardens, lawns, landscaped areas, pathways and outdoor facilities to a high standard of presentation.
- Assist with waste management, bin servicing and external cleaning as required.
- Conduct visual inspections of facilities and report maintenance or safety concerns promptly.
- Assist with traffic management during College drop-off and pick-up periods if required.
- Liaise with the Property Services Leading Hand regarding tools, equipment and materials required to complete tasks efficiently.



# LOURDES HILL COLLEGE

A School of *Good Samaritan Education*

## Asset & Equipment Care

- Ensure tools, machinery and equipment are used safely and maintained in good working order.
- Undertake basic servicing and cleaning of tools and equipment.
- Report faults, defects or servicing requirements promptly.
- Maintain appropriate records relating to equipment use and safety where required.

## Functions & Event Support

- Assist with the set-up and pack-down of furniture, staging, equipment and facilities for College events, assemblies and functions.
- Support the preparation of venues for internal and external activities.
- Assist in the restoration of venues to operational condition following events.

## Workplace Health & Safety

- Operate machinery and equipment safely and in accordance with relevant procedures.
- Follow Safe Work Method Statements (SWMS) and Job Safety Analyses (JSA) where required.
- Use personal protective equipment (PPE) appropriately.
- Maintain awareness of hazards and report unsafe conditions immediately.
- Ensure compliance with all Workplace Health & Safety requirements at all times.

## Team Contribution & Professional Conduct

- Work cooperatively as part of the Property Services Team.
- Follow direction from the Property Services Leading Hand and contribute positively to team objectives.
- Provide courteous and professional service to staff, students and visitors.
- Participate in team meetings and contribute to continuous improvement initiatives.

## College Vehicle Operation (Where Licensed)

- Drive College vehicles, including the College bus (where appropriately licensed), in accordance with Queensland Department of Transport and Main Roads regulations.
- Adhere to all College policies and procedures relating to student transport and vehicle use.

## Other Duties

- Any other duties as required by Head of Property Services

## Other Information:

This role reports directly to the Property Services Leading Hand



# LOURDES HILL COLLEGE

A School of *Good Samaritan Education*

## Key Relationships

- Director, Business Operations and Finance
- Head of Property Services
- Property Services Leading Hand
- Property Services Team
- Teaching and non-teaching staff
- College leadership
- Administration and support staff
- Students (as required in the course of duties)

## Qualifications and Experience

- Demonstrated experience in grounds maintenance, general maintenance or property services within a commercial, educational or similar environment.
- Practical skills in the safe use of groundskeeping equipment and hand and power tools.
- Sound understanding of Workplace Health and Safety (WHS) requirements and safe work practices.
- Ability to undertake manual tasks and perform physical work safely and efficiently.
- Demonstrated ability to work both independently and as part of a team.
- Current Driver Licence (Medium Rigid required for bus driving - desirable).

## Term of appointment

This role is a full time, Services Support Level 2 role under the *Catholic Single Collective Enterprise Agreement Religious Institute Schools of Qld 2023-2026*.