



## GROUNDSPERSON – PROPERTY SERVICES TEAM

### ROLE DESCRIPTION

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.

The Groundsperson is a member of the College Property Services Team which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The function of the Property Team is to deliver a broad range of services to support the College's educational and cultural mission. Within that context, this role focuses primarily on providing a positive, safe and sustainable environment for Staff and Students in which there is obvious care for the physical resources of the College and a desire to provide and maintain and aesthetically pleasing surroundings.

Key responsibilities are to:

- Maintain the College site ensuring all works are undertaken effectively, efficiently and without interruption to students and staff daily proceedings.
- Identify and implement property improvements and ensure that appropriate standards of maintenance are performed at all times.
- Communicate effectively with all organisational staff to ensure property requirements and physical areas of the School are identified, maintained and appropriately managed and dealt with. A key aspect of the role is pro-activeness and initiative which will be shown in always looking for issues to be addressed and for constant improvement across the site.
- Maintain a dynamic positive attitude, good work ethic and deliver exceptional customer service.

#### REPORTING RELATIONSHIP

Reports to the Property Services Manager

#### POSITION PROFILE – CHARACTERISTICS & QUALIFICATIONS

##### 1. Essential Position Requirements

- Current Queensland motor vehicle drivers' licence with towing experience
- Hands-on maintenance skills
- Developed inter-personal skills and the ability to communicate with a wide range of people
- Strong work ethic with good time management and problem-solving skills and the ability to meet deadlines and client expectations

##### 2. Preferred Position Requirements

- Experience working within a school or similar educational environment
- Experience in the maintenance of buildings and building services or a similar position
- Current First Aid Qualifications



### **3. Personal Qualifications**

- Commitment to the philosophy and aims of Lourdes Hill College and its legal, moral and ethical obligations
- Team player with positive and professional disposition inclusive of high levels of confidentiality and personal integrity
- Openness to new technology and processes, including training and improvement in skills to enhance performance in the position

### **SPECIFIC RESPONSIBILITIES – GROUNDSPERSON / MAINTENANCE OFFICER**

The following duties are indicative of the requirements of this role only. From time-to-time other duties of a similar nature will be required.

#### **1. General Maintenance and Groundsperson Duties**

- Attend to cyclic maintenance issues throughout the property and where possible undertake repairs and improvements.
- Operate manual and power-based tools (e.g. petrol blowers) in accordance with maintenance and groundsperson responsibilities.
- Carry out visual inspections and audits for the purpose of Essential Services Compliance.
- Assist with traffic management if and when required for College drop-off and pick-ups.
- Liaise with the Property Services Manager on requirements for tools and equipment and/or supplies to maintain stock.
- Move or relocate furniture, tools, equipment, stationery etc. as required or directed.

#### **2. Functions and Events**

- Assist in the setting up (and packing down) for various school functions as required and directed.
- Assist in the setting up (and packing down) for public and community meetings as required for the hiring and use of College facilities, materials and equipment.

#### **3. Workplace Health & Safety**

- Use and operate machinery in a safe and proper manner.
- Keep all safety records / procedures relating to equipment in an accessible place.
- Advise the Property Services Manager on the performance and upkeep of tools, equipment and fittings (including Test & Tag of electrical equipment).
- Ensure all Workplace Health & Safety requirements are adhered to at all times including the reporting of any hazardous situations.

#### **4. Team Support / Planning**

- In accordance with the Division's Charter provide appropriate levels of customer service and support across all areas of the organisation.
- Contribute to Property Services Team discussions with the view to improving the accuracy, reliability, efficiency and accessibility of processes and procedures.
- Assist in the development of support of key initiatives relative to respective Divisional Business Plans.

#### **5. Support and implement the vision, mission and values of the College**

- Gain a thorough knowledge of and alignment to the ethos of the College as expressed in the Strategic Plan 2024 – 2028