



IMMANUEL LUTHERAN COLLEGE

JOB AND PERSON SPECIFICATION

GROUNDS COORDINATOR

POSITION TITLE	Grounds Coordinator
REPORTS TO:	Business Manager through the Property Manager
SALARY AND CONDITIONS	Level 4 as per Schedule 12 of the Lutheran Schools Enterprise Agreement
COMMENCEMENT DATE:	
TENURE:	Permanent

Position Purpose:

The Grounds Coordinator is primarily responsible for ensuring all grounds, lawns, gardens and hardscapes owned by Immanuel Lutheran College are maintained to the highest standards. In addition, the Grounds Coordinator will be required to assist with other maintenance duties as required by the Operations and Facilities Coordinator or Property Manager.

Relationships and Authority

The Grounds Coordinator reports to the Business Manager through the Operations and Facilities Coordinator.

Skills, Experience and/or Qualifications:

- Formal qualifications in greenkeeping, horticulture or grounds maintenance are essential.
- Previous experience in a grounds leadership role.
- A capacity for self-motivation, to work effectively as a team member and to contribute to the organisational development of the College.
- Strong organisational skills with demonstrated ability to prioritise competing tasks, meet deadlines and work under pressure
- Experience in maintaining commercial swimming pool environment would be considered favourably.
- Experience in use of 4WD tractor and attachments.
- Possess current Suitability 'Blue' Card from the Commission for Children and Young People and Child Guardian for working with children (if successful applicant does not currently hold one of these cards, an application form will be forwarded with offer of appointment).
- All employees are required to hold current First Aid certification, or to attain it within 3 months of appointment.
- Possess current Queensland manual driver's licence.
- Chainsaw licence desirable.
- Chemical Distribution Accreditation (ACDC licence) is required.

Expectations and Responsibilities:

Key responsibilities are as follows:

Grounds

- Develop, in consultation with the Property and Services Manager, an Annual Plan for grounds maintenance and project development.
- Develop, maintain and care for the schools grounds as per the ground quality standards document including but not limited to:
 - Maintenance and care of lawns, sporting ovals and greens
 - Care and maintenance of all hardscapes across the campus
 - Preparation of ovals for sporting events and carnivals including line marking
 - Choice and purchase of appropriate shrubs and plants for the upkeep of garden beds
 - Management and safe distribution of organic and chemical pesticide sprays and fertilisers

- Development of projects necessary to fulfil the requirements of the position.
- Safely operate and maintain machinery and other plant, as required, having considered risk to self and others.
- Routinely manage, maintain and/or repair reticulation and irrigation systems.
- Liaise with, and monitor, external contractors to ensure contractual expectations are delivered to a satisfactory standard.

Staff Management and Supervision

- Provide leadership and management of the Grounds team under the direction of the Operations and Facilities Coordinator.
- Assist with the training of the Grounds Officer and present toolbox meetings as requested by the Operations and Facilities Coordinator or Property Manager.
- Utilise a daily diary as part of the college grounds management plan to schedule grounds works in consultation with the Operations and Facilities Coordinator, Property Manager, Head of Secondary, Head of Primary, Head of Sport and PE staff
- Oversee the scheduling of proactive and reactive grounds maintenance and supervise the quality of work completed by the grounds team

Equipment

- Repair, maintenance and care of grounds equipment
- Maintain a register of all grounds assets / equipment and ensure routine maintenance as per the manufacturer's handbook is recorded

Buildings

- Assist with facilities maintenance as required
- Assist with construction and modifications as required
- Maintain grounds structures as required

Work Health and Safety

- Ensure compliance with Workplace Health and Safety legislated requirements within the workplace and throughout the College.
- Comply with the responsibilities of this position as detailed in the Work Health and Safety policy and procedures relating to this position.
- Work in a safe manner to eliminate any risk to self, other staff, students and visitors to the college.
- Use safely equipment and personal protective equipment provided.
- Maintain a safe work area at all times;
- Practice safe lifting practices, asking for assistance when necessary;
- Report all accidents, incidents, near misses and hazardous situations or conditions arising in the course of work using the College's reporting mechanisms for these matters.

Other Duties

- Assist with room set-ups and set downs, office/classroom relocations and movement of furniture as and when required.
- Assist with the setting up and dismantling of furniture and equipment for special events.
- Supporting and encouraging the College's strategic sustainability objectives to ensure the future of the College through effective stewardship of environmental resources.
- Parcel deliveries as required.
- Participate in training as negotiated and directed by the College Principal, Business Manager or Property Manager.

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- Organising the supply of materials for specific projects
- Assist with traffic control and parking as required
- Any other duties as required instructed by the Operations and Facilities Coordinator, Property Manager or Business Manager.

Hours of Duty:

Normal working hours range between 7am to 5pm Monday to Friday however this may vary from time to time to suit College requirements (flexible working hours required.)