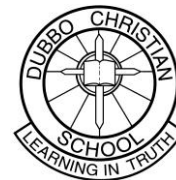


DUBBO CHRISTIAN SCHOOL

POSITION DESCRIPTION



POSITION DETAILS

Position Title:	School Operational Officer (Groundsman)
Department:	Support Staff, Property Management
Date Updated :	7 December 2018
Reports to:	Property Manager
Commencement Level:	Level 2 Step 1 – School Administrative Service

Primary Purpose

The School Operational Officer (Groundsman) is to maintain an agreed standard of the school's building, grounds and equipment so as to provide a safe environment for the school community and minimise maintenance costs through preventative maintenance in accordance with the annual maintenance plan. The secondary function of Groundsman is to assist in periods of peak demand by providing support in completing assigned maintenance tasks. This also includes the provision of facilities support for staff running school functions and grounds and maintenance support to Wellington Christian School.

Other duties as requested by the Principal.

Knowledge, Skills and Experiences

Essential

- Demonstrated capacity to work in a team environment;
- Demonstrated understanding of the principles of quality customer service, courtesy and professionalism;
- High level of interpersonal and communication skills;
- A current motor vehicle licence.

Desirable

- Experience in a similar grounds and maintenance role;
- A Light Rigid motor vehicle licence;
- Experience in working in a diverse educational environment.

Personal Attributes

- Openly affirm and practice the Christian faith;
- Demonstrate a Christian approach when dealing with others;
- Commitment to the school's Vision, Mission and Christian perspective;
- Integrity, loyalty, honesty, empathy and assertiveness (pleasantly);
- Willingness to contribute to the broader life of the school;
- Initiative and self-motivation skills;
- Analytical and problem solving skills to resolve routine issues;
- Ability to remain calm and courteous in stressful situations.

KEY RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal. For practical purposes these functions are delegated to the Property Manager on a day to day basis.

POSITION DESCRIPTION

Grounds Maintenance

- Prepare and maintain play and grassed areas, including ovals;
- Plant and maintain trees, shrubs and gardens and oversee work carried out by volunteer helpers;
- Prepare and maintain windbreak, shelter and aesthetic passive areas;
- Establish and maintain pedestrian ways, service roads and other traffic areas around the school;
- Ensure sand pit and soft-fall areas are well maintained;
- Ensure appropriate maintenance of signage;
- In liaison with the Property Manager, maintain a preventative maintenance program covering all aspects of grounds.

Facility Operations

- Provide assistance to staff with the practical arrangements required for functions, assemblies, exams and specific projects as directed by the Property Manager;
- Support the school's electrical Testing and Tagging regime.

Cleaning and Security

- Ensure hard surface areas, pavers, concrete, drains, etc. are cleaned as required.
- Support school opening procedures including the security of the premises Monday to Friday;
- As a part of a rostered Security Call List, respond to Security calls in the event of a security alert.

Building and Property Maintenance

Assist the Property Manager by providing support during periods of peak demand:

- To maintain buildings, fixtures, fittings and services to a safe standard condition and in accordance with WHS guidelines;
- Repair/purchase and/or replace all damaged items in buildings / fixtures / fittings etc (and/or arrange for same through approved contractors);
- Assist and facilitate aspects of the School Working Bees;
- Work with other casual and/or part-time employees engaged in property and/or maintenance duties;
- Maintain current records of the location of utility service lines - gas, water, electricity, phone and computer network lines;
- Under the direction of the Property Manager, prioritise and address the day to day requests for maintenance from school staff;
- Repair, maintain and organise storage of all equipment necessary to carry out duties.

Other

- Carry out other duties as directed by the Property Manager from time to time.

Hours of Duty

This is a permanent full-time position. Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer. The role will entail out of hours work from time to time.

'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23