



# ST LAURENCE'S COLLEGE

*A Catholic College for boys in the Edmund Rice tradition*

## SENIOR GROUNDSKEEPER Position Description

Camp Laurence is located on five hectares on the western bank of Lake Moogerah in the beautiful Scenic Rim approximately 90 minutes from Brisbane. It is an Outdoor Educational extension to St Laurence's College in South Brisbane established in 1975. We run a sequential outdoor educational program for St Laurence College students along with offering our venue to external schools.

The Gardener/Groundskeeper, appointed by the Principal, is responsible to the Camp Manager and operates within the parameters for Edmund Rice Schools as established by EREA.

### 1. POSITION PURPOSE

The Gardener/Groundskeeper is directly responsible to the Camp Manager to ensure support to Camp Laurence's teaching and learning activities and other operations by helping to ensure a high standard of presentation and functionality of the entire camp location. The Gardener/Groundskeeper must be prepared to receive instructions from, and work with, the Camp Manager to support the conduct operations at Camp Laurence.

The Gardener/Groundskeeper works independently to provide the best possible facilities and grounds for students, staff, parents and visitors to Camp Laurence. In addition, he or she will become a positive ambassador for the Camp.

### 2. POSITION REQUIREMENTS

- Openly supports the Christian values of the College
- Wear Photo Identification Card when on duty
- Implement College policies with regard to Workplace Health & Safety compliance obligations and reporting processes with regard to any injuries that may occur with students or staff
- Hold a Trade qualification or experience within a trade
- Hold a current Blue Card (*Commission for Children and Young People and Child Guardian Act 2000*)
- Hold a current First Aid Certificate
- **Meet the requirements of the Selection Criteria on page 6 of this document.**

### 3. POSITION RESPONSIBILITIES AND DUTIES

#### **Key Responsibility 1 – Gardener/Groundskeeper Duties**

- Undertake all duties related to the upkeep, presentation and ongoing development of the grounds, gardens and other facilities of the Camp
- Assisting in the maintenance and enhancement of the Camp grounds and surrounds in a way that compliments the environment and presents a professional appearance

- General and seasonal lawn care
- Operate the ride-on mower and/or tractor for the entire property
- Operate the push mower between dining hall and ablutions block, around cabins
- Whipper-snip sloped areas; behind skip bins, path edges, gully
- Water, fertilise and weed all grassed areas
- Irrigation - water grassed areas - oval, between cabins, garden beds, potted plants
- Undertake all the of landscaping, as required
- Maintain the grounds and garden beds, plants and trees, etc
- Apply pesticides, herbicides, insecticides or other chemicals to soil, weeds, plants or other surfaces as required
- Drawing up plans, in conjunction with the Camp Manager, for the establishment of new gardens or refurbishment of existing garden areas
- Mulching, tree lopping, rubbish removal, when required
- Monitor potable water levels, order as necessary
- Monitor non-potable water levels, pump from Lake Moogerah as necessary
- Monitor gas levels, change cylinder and order as required
- Maintain firewood levels at the campfire, empty ash as required
- Ensure the grounds, buildings and facilities being used by staff, students and visitors are at a safe standard at all times
- Ordering and delivering supplies for maintenance purposes
- Assisting with the opening, lock up and alarming of Camp facilities when required and keep the Camp Manager aware of all activities in relation to the grounds
- Raise any issues or concerns related to the grounds in a timely manner so they can be addressed
- Any tasks as directed by the Camp Manager or the Principal in the course of the daily running of the Camps.

#### **Key Responsibility 2 – Cleaning Duties**

- Ensure there is adequate cleaning products, order as necessary
- Maintain Material Safety Data Sheets (MSDS's)
- Monitor product levels in kitchen, dining hall, ablution block, staff accommodation
- Cleaning of external areas of Camp buildings and surrounds
- Cleaning and painting benches, poles and signs
- Pressure clean the outside of the buildings and sidewalks
- Collection of rubbish from all bins to the rubbish collection point at least once per day
- Put all rubbish bins out for collection on Council collection days
- Keeping facilities and surrounding areas free from trash, litter, debris and weeds
- Monitor skip bin levels, notify Waste Management Service if no emptying is required and/or only one bin is to be emptied
- Keep all roads, pathways clean and free from rubbish and other debris
- Clean roof, gutters and downpipes, as required.

#### **Key Responsibility 3 – General Maintenance Duties**

- Assist in managing service contractors onsite (in liaison with the Camp Manager and the Facilities Manager)
- Maintenance of the Camp's equipment to ensure all is in good and safe working order (eg chainsaw servicing, whipper snipper, push mower, blowers, petrol pump)
- Installation of new acquired fittings, when directed
- Minor maintenance tasks, as requested by the Camp Manager.
- Move or relocate furniture, tools, equipment etc as required

- Assist the Camp Manager with repair and maintenance duties to furniture and fittings, equipment and other assets
- Assist the Camp Manager with other minor building and/or repair and maintenance projects as requested. Maintenance includes carpentry, plumbing and electrical tasks limited to the replacement of light bulbs.
- Liaise with the Camp Manager on requirements of tools and equipment and/or supplies to maintain stock
- Provide general tool maintenance
- Building Maintenance of; window screens, door locks, fluoro-lights, fans, doors, bunk beds, paint, cob-webs, floors, gutters
- Venue Maintenance - blow paths, keep leaves clear from under buildings (fire-hazard), gurney concrete areas, maintain boundary fences, pick up large sticks, poison weeds (when there is no group in).

#### **Key Responsibility 4 - Workplace Health and Safety Duties**

- The College is bound by the provisions of the *Work Health and Safety Act 2011* (the Act) which provides the legislative framework for workplace safety in Queensland
- Comply with the College's Workplace Health and Safety Policy, safe work procedures, instructions and rules, particularly the use of equipment
- To not undertake a task without adequate safety instructions and job specific training
- Report all hazards and/or incidents/injuries that occur to the Camp Manager
- Identify any unsafe behavior, or unsafe or unhealthy conditions and report these to the Camp Manager
- Adopt risk management strategies to minimize the risk to injury to people and property in the workplace
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts of omissions at work
- Co-operate with the Camp Manager or other persons as far as is necessary to enable compliance with any requirements under Work Health and Safety legislation and the regulations.

#### **Key Responsibility 5 – Other Duties**

- Support the College's Strategic Plan
- Monitor and update Maintenance Plan Schedule and Checklist
- Assist Camp Manager with the implementation of the Camp Capital Improvement requirements
- Monitor and update the Annual Maintenance Improvement Plan
- Maintain the integrity and cleanliness of the Cottage
- On-call duty, when required
- Wear uniform provided by the College
- Adhere to all College policies and procedures
- All other tasks as directed by the Camp Manager and/or the Principal.

#### **4. ORGANISATION RELATIONSHIPS/EXTENT OF AUTHORITY**

This position reports to the Camp Manager, but is responsible to the Principal.

## 5. GENERAL TERMS OF APPOINTMENT

- All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of St Laurence's College.
- Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with the obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person of the College.
- All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

## 6. REMUNERATION & HOURS

<b>Classification:</b>	Services Staff Award <i>(Level dependant on experience)</i>
<b>Tenure:</b>	Permanent, full-time
<b>Work hours:</b>	38 hours per week 7.30am - 3.30pm <i>Must be able to work outside normal working hours, when required</i> <i>Weekends with no programs, can be negotiated to weekdays, in agreement with the Camp Manager</i>
<b>Terms &amp; Conditions:</b>	Please refer to letter of appointment. <ul style="list-style-type: none"><li>• Superannuation: 10%</li><li>• Sick Leave: 10 days per year</li><li>• Annual Leave: 20 days per year</li><li>• Must have own vehicle due to the rural location of Camp Laurence.</li></ul>
<b>Accommodation:</b>	To be discussed, if required.

## **SELECTION CRITERIA**

Outlined below are the criteria that will be considered in the recruitment process of the Gardener/Groundskeeper:

### **Selection Criterion 1 – Qualifications & Experience**

- Certificate in Horticulture, or relevant practical experience
- Hold a Trade Qualification and/or years of experience in a particular trade
- At least 2-5 years' experience in a similar role
- A current Driver's Licence; experience tractor driving and operation
- Working at heights accreditation; chainsaw operators certificate
- Knowledge of landscaping methods and techniques; plant types and species
- Knowledge of building (property) maintenance and construction; plumbing and carpentry
- A demonstrated proficiency in undertaking a range of maintenance tasks
- Experience in drafting Maintenance Plans with action lists
- An understanding of Work Place Health and Safety legislation and guidelines is required
- Hold a current Blue Card (*Commission for Children and Young People and Child Guardian Act 2000*)
- Hold a current First Aid Certificate

### **Selection Criterion 2 – Administration & Technical Skills**

- Demonstrated strong administration skills; having the ability to work autonomously, with the need of minimum supervision
- Demonstrated strong time management and organisation skills with the ability to work well under pressure and to meet deadlines; and be able to respond rapidly to change
- Demonstrated high level computer skills in all Microsoft applications, specifically spreadsheets in Excel.

### **Selection Criterion 3 – Communication Skills**

- Strong communication and interpersonal skills - both oral and written (ability to relate well on phone and in person with staff, students and external clients)
- Commitment to meet quality standards; and the willingness to update their skills and knowledge on a regular basis
- Demonstrated commitment to the pastoral care of students
- Ability to work in a team environment.

### **Selection Criterion 4 – Physical Demands (a medical clearance may be requested)**

- Must be able to meet the physical demands of the role to successfully perform the essential functions of this job
- Ability to push, pull, and position tools, equipment and structural material
- This position is very active and requires prolonged standing, sitting, walking, bending, kneeling, stooping, crouching, crawling and climbing all day
- Must frequently lift or move heavy items
- Ability to work from ladders and at heights
- Ability to work on smooth or uneven surfaces and under varying climatic conditions
- Ability to work with both arms overhead
- Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus.

### **Selection Criterion 5 – Christian Ethos**

- A personal commitment to the Mission and ethos of the College
- An understanding of Edmund Rice, the ethos of a Catholic School in an Edmund Rice tradition
- Understanding of and ability to contribute to the mission and vision of St Laurence's College as a Catholic School.

## **APPLICATION PROCESS**

### **Applications should contain the following:**

1. The completed Application Package
2. Covering letter addressing your reasons for the application and ability to meet the requirements of the position (including the Selection Criteria)
3. Current Curriculum Vitae

**Note:** All applicants will be subject to EREA and legislative screening procedures and will be required to authorise such checks and provide identification. These checks are consistent with EREA's commitment to child protection policies and procedures.

### **Applications should be forwarded via email to:**

Mr Chris Leadbetter  
The Principal  
St Laurence's College  
Email: [employment@slc.qld.edu.au](mailto:employment@slc.qld.edu.au)

### **Enquiries may be directed to:**

Ms Narelle Gowland  
Camp Manager  
Mobile: 0418 165 752  
Email: [ngowland@slc.qld.edu.au](mailto:ngowland@slc.qld.edu.au)

### **Or:**

Ms Lorraine Kopp  
Director of Human Resources  
St Laurence's College  
Email: [lkopp@slc.qld.edu.au](mailto:lkopp@slc.qld.edu.au)

***Applications close: 3pm, Friday 1 February 2019***

REVIEWED/DRAFTED: 05/11/2018