MACKILLOP CATHOLIC COLLEGE

Grounds and Utility Officer

**PURPOSE**

The Grounds and Utility Officer, as part of the maintenance team, is required to present, maintain and organise the College's grounds, surrounds and facilities in an aesthetically pleasing, safe and practical way that assists in the achievement of the College's stated mission, vision and objectives.

**ROLE ACCOUNTABILITIES**

The Grounds and Utility Officer is a member of the College maintenance team and is supervised by the Maintenance Manager. The Utility Officer is accountable to the Business Manager and Principal.

**KEY RESPONSIBILITIES**

**Gardens/Grounds:**
- Undertake planting, pruning, fertilising, watering, mulching and weeding of garden areas.
- Attend to tree maintenance including regular pruning and seeking specialist advice when necessary.
- Undertake mowing, watering, fertilising, aeration, repair and re-sowing.
- Produce line markings for sporting fields.
- Install and maintain irrigation and reticulation systems and equipment.
- Manage mulch areas and mulch distribution.

**Hard Surfaces:**
- Maintain car parks, roadways, paths, quadrangles, concrete and paved areas by regular sweeping, blower vacuuming, debris and rubbish removal, high pressure cleaning and hosing.
- Maintain ground level drainage systems.

**Waste and Rubbish Management:**
- On a daily basis, empty rubbish receptacles after student breaks and transfer contents to bulk rubbish storage areas for collection.
- Thoroughly clean and maintain the canteen area daily.
- Collect loose litter regularly each day and ensure the grounds are litter free at the end of each day.
- Respond immediately to situations that occur during the school day that require cleaning and rectification to enable the safe and effective operation of the College.
Fire Prevention:
- Maintain and manage all grounds areas to minimise the risk and possible consequences of fire.
- Adopt and adhere to Council and Tasmanian Fire Service standards, regulations and guidelines when burning waste vegetation.

Fencing:
- Regularly check fences and gates and undertake preventative maintenance and minor repairs.

Equipment:
- Maintain, clean, secure and store all grounds equipment including vehicles, tractors, mowers and tools.

General:
- Contribute to the development and implementation of the College’s annual maintenance and capital works plan as required.
- Undertake preparatory and concluding tasks necessary for school activities including assemblies, examinations, events, meetings and sporting activities, including audiovisual requirements.
- Assist the Maintenance Team with maintenance related tasks as required.
- Attend to graffiti removal (external and internal) as required.
- Minor repairs of furniture, equipment or buildings as required.
- Other tasks as required to facilitate the safe and effective operation of the College.

Uniform:
- At all times, wear and maintain in a clean and presentable state, the College provided uniform and identification badges.

Work, Health and Safety Requirements

As a staff member at MacKillop, irrespective of your position, the following expectations (read legal requirements) apply:
- Take reasonable care for your own safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- Ensures that safe work practices are applied to all site activities and wears appropriate personal protective equipment (PPE) as required.
- Undertakes regular safety and compliance checks of the college facilities and grounds as required under current legislation, regulations and Australian Standards.
- Co-operate with any reasonable policy or procedure of MacKillop Catholic College in relation to health or safety at the workplace.
- Attend and participate in any training or in-service seminars arranged by MacKillop Catholic College to support WHS objectives.
• Engage openly with MacKillop Catholic College personnel in any consultation on WHS issues, or information, brought to their attention, to assist MacKillop Catholic College meet its obligations under the Act.

• Assist with the completion of safety checks and WHS checklists as required, and

• Report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work.

QUALIFICATIONS & EXPERIENCE

• Current drivers licence.
• Eligible to obtain a working with vulnerable people registration and national police check.
• Current heavy vehicle licence or willing to obtain one.