



CASUAL GROUNDS & MAINTENANCE ASSISTANT POSITION DESCRIPTION

REPORTING TO: Maintenance Coordinator/s

CAMPUS: Werribee & Melton

TENURE: Casual

INTRODUCTION:

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton.

As a community, based upon God's Word we value both the work and the worker. As we fulfil our call to manage the resources that God has blessed us with, enabling staff to fulfil their role to further God's work through this community is essential.

This position will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

The College has a zero tolerance of child abuse. We have established a series of Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

KEY OBJECTIVES:

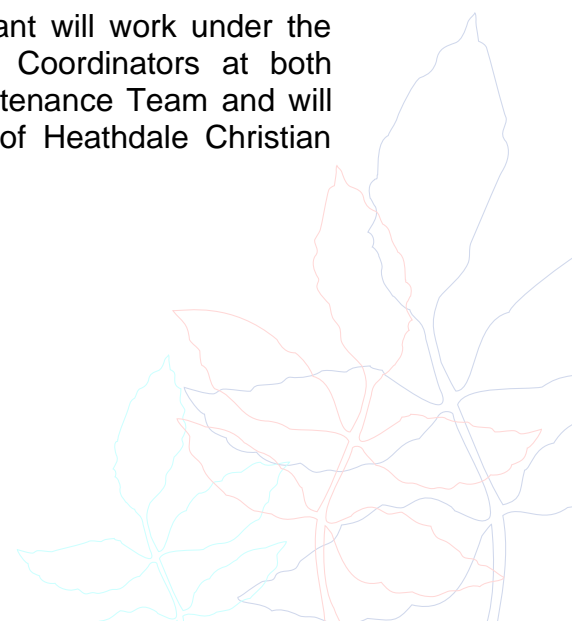
Heathdale Christian College has Maintenance teams on both the Werribee and Melton Campuses. The maintenance team are responsible for upholding the College grounds and facilities, while ensuring safety for students and staff. It is imperative that you are a team player and can attend to allocated tasks with a high level of fit and finish.

POSITION SUMMARY:

The Casual General Grounds & Maintenance Assistant will work under the direction of the Property Manager & Maintenance Coordinators at both Werribee and Melton Campuses, as part of the Maintenance Team and will provide maintenance of the premises and grounds of Heathdale Christian College.

KEY RELATIONSHIPS:

- Property Manager
- Maintenance Coordinator/s
- Staff
- Relevant Professional Bodies





KEY RESPONSIBILITIES & DUTIES:

The Casual Grounds & Maintenance Assistant will possess strong interpersonal skills have ability to work in the grounds and general maintenance area while abiding by the Occupational Health and Safety requirements of Heathdale Christian College.

The Casual Grounds and maintenance Assistant will have proven knowledge of and experience with a variety of tasks affecting grounds, repairs, and minor works.

A. Duties include:

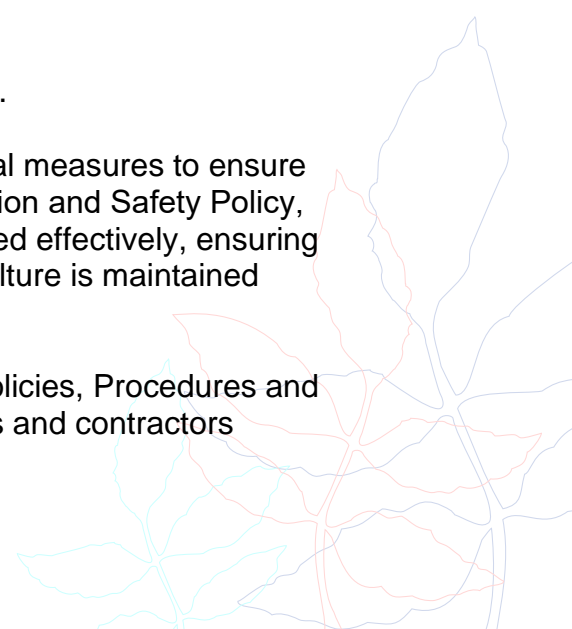
- Provide ongoing maintenance of garden and landscaped areas, including planting, mowing, watering, cleaning
- Maintain the presentation of the colleges internal and external spaces
- Provide for a range of general maintenance tasks, including painting, carpentry, minor plumbing etc.
- Problem solves maintenance issues and provide solutions by safely rectifying or reporting faults to the relevant supervisor
- Operate small plant equipment as required for the general maintenance
- Under supervision, checking and reporting on building and grounds compliance matters and Essential Safety Measures
- Provide special event support – e.g. music concerts, awards, sport activities
- Always keeping a clean and safe environment by ensuring all OH&S regulations and standards are in place
- Utilise safe manual handling techniques to relocate furniture and equipment
- Utilising working at heights equipment to safely access roof spaces (certification required)
- Regular safety checks of play spaces and equipment and reporting of hazards
- Unlocking and securing areas of the campus as required
- Some weekend and out of hours work will be required
- The ability to work across both campus locations as required

B. Child Safety:

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors





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For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

C. Other Duties

Any other assigned duties may be directed by the Director of Business Services or their nominee as required and in consultation.

You display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all time.

You will be a motivated, self-starter who takes pride in presenting our College facilities to the highest standard.

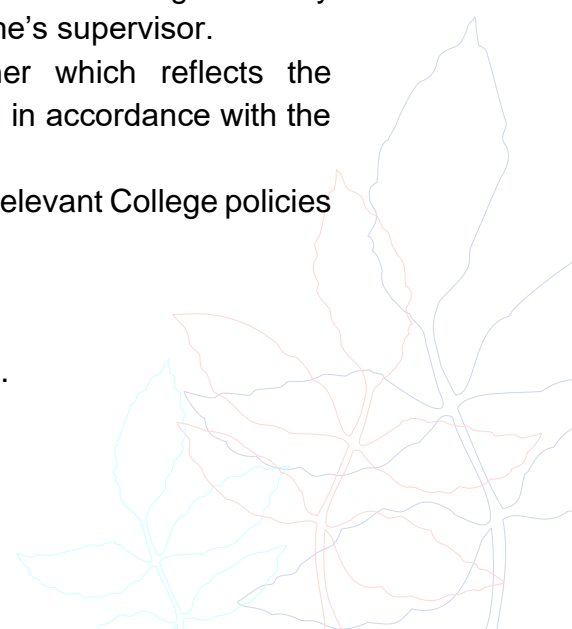
COLLEGE EXPECTATIONS:

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Support the College's guidelines and policies.
- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team's in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

REMUNERATION:

The salary will reflect both qualification and experience.





MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Experience in Grounds & Maintenance
- Ability to work as part of a team
- Strong communication skills, both verbal and written
- Basic computer skills and knowledge
- Current WWCC'E'

ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORUM
Property Manager	<ul style="list-style-type: none"> • Follow instructions as directed by the Property Manager to ensure jobs are completed to a high standard. 	On an 'as needs' basis
Maintenance Coordinators	<ul style="list-style-type: none"> • Work closely with Maintenance Coordinators to ensure work across the campuses are completed to a high standard. 	Daily and as needed
Staff	<ul style="list-style-type: none"> • Work with all staff within the Property department to ensure unity and teamwork. 	Meeting on an 'as needs basis'
Relevant Professional Bodies	<ul style="list-style-type: none"> • As required, liaise with Contactors onsite for job related requirements 	As needed.

