

ROLE DESCRIPTION

General Hand and Grounds

	Campus: Mount Gravatt Region: Brisbane		Closing date: 11.59pm, 17 September 2026
	Portfolio: Facilities, Infrastructure and Safety		For further information, please contact: Contact name: Mark Sainsbury Role: Campus Site Coordinator Email: Mark.SAINSBURY@tafeqld.edu.au Or check out our Applicant Information Guide
	Award: TAFE Queensland Award – State 2016 Agreement: TAFE Queensland (TAFE Services Employees) Certified Agreement 2025 Classification Level: OO2 Salary: \$63,394.36 to \$68,544.39 per annum, plus superannuation contributions of 12.75% of your salary		
	Status: Permanent full-time		Winner: Queensland Large Training Provider of the Year 2024
	Job ad reference: TQ2026-894	 Veteran Employment Supporter	

About TAFE Queensland

TAFE Queensland is proud to be the largest and most experienced Vocational Education and Training provider in the State, with a history of serving Queensland communities for more than 140 years.

At TAFE Queensland, we hold true to our values and keep our customers at the centre of everything we do. By living these values, we continue to strengthen TAFE Queensland's reputation as a leading provider of high quality education and training. Our people are recognised for demonstrating these values in their everyday work.

				
Safety first	Working together	Focusing on our customer	Taking responsibility	Showing initiative

Your opportunity

As General Hand and Grounds, you will contribute to the delivery of Vocational Education and Training (VET) services through the provision of efficient and effective services to maintenance of TAFE Qld grounds and gardens including maintenance other support duties as determined.

This position reports to the Campus Site Coordinator.

Key responsibilities

- Contribute to the success of transformation and cultural change through promoting and modelling the established values of Safety First, Working Together, Focusing on our Customer, Taking Responsibility and Showing Initiative.
- Assist in the moving, setting up and arrangement of furniture and other items required for the effective delivery of teaching programs.
- Assist in the movement, relocation, collection and/or delivery of equipment, goods and other items, including preparing and assembling/dismantling of materials for display/promotions necessary for the effective operation of TAFE Queensland Brisbane's activities.
- Assist in ensuring all tools, equipment and machinery is maintained to a reasonable and safe condition, performing minor maintenance and repairs as required.
- Report all Work Health and Safety environmental issues to the Campus Site Coordinator for monitoring and resolution.
- Perform regular (grounds) maintenance of lawns, trees, shrubs, pots and gardens including watering, planting, pruning, mowing, fertilising, pest and weed control where necessary.
- Ensure that presentation of grounds and surrounds are maintained to a high standard across locations.
- Waste Management and appropriate disposal of litter and waste.
- Liaise with management regarding periodic maintenance of facilities.
- When necessary, assist and support other operational staff within Facilities, Infrastructure and Safety.
- Ensure you are familiar with relevant TAFE Queensland policies and procedures.
- Maintain a safe working environment in relation to infrastructure operations, ensuring adherence with legislative requirements and TAFE Queensland's policies and procedures.
- Maintain a current knowledge of legislation, policies, procedures and processes relevant to TAFE Queensland Brisbane as well as an understanding of TAFE Queensland's products and services.
- Undertake other work as directed.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

1. Knowledge of, or the ability to quickly acquire knowledge of simple tasks involving labouring, minor maintenance, minor workplace upkeep, limited grounds-care skills and pickup and delivery practices.
2. Ability to work independently and organise, track and prioritise tasks to meet set deadlines, displays flexibility and responsiveness and has the initiative, attitude and ability to thrive within a dynamic, challenging and changing environment.
3. A strong commitment to working in a team environment.
4. Demonstrated commitment to the values of the organisation through modelling behaviours and the provision of outstanding client service.
5. Demonstrated ability in discharging duties of a grounds care nature with demonstrated effectiveness in achieving goals.

6. Well developed interpersonal and communication skills, including ability in working and accepting responsibilities as a team member.
7. Demonstrated knowledge of Workplace Health and Safety issues as applied in a working environment.

About you

Mandatory requirements:

- Possession of a current 'C' Class Drivers Licence
- Possession of ACDC license or willingness to attain one
- **Audiometric Testing Requirement:** Due to potential exposure to hazardous noise, the incumbent is required to undergo audiometric testing arranged by TAFE Queensland within three (3) months of commencement and at regular intervals thereafter, in accordance with the [Work Health and Safety Regulation 2011](#).

Highly desirable:

- Possession of a Certificate III in horticulture or equivalent.
- Possession of a current Forklift license; or willingness to attain one

How to apply

To apply for this role, please provide the following:

	• a detailed resume including the contact details for two referees (one of whom is your current supervisor); and • a cover letter (maximum 2 pages) that outlines your experience, skills and abilities and responds to the 'How you will be assessed' criteria. • Applications must be submitted via TAFE Queensland's recruitment portal.
	For more information, • check out our Applicant Information Guide • or visit TAFE Queensland's website.

Additional Information

- You may be required to travel and work across the region.
- Travel and overnight absences from base may be required of this position.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies across TAFE Queensland campuses, in TAFE Queensland buildings, offices and motor vehicles.
- If the successful candidate has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation of three (3) months.
- You will be required to complete a range of training activities within the onboarding and induction period, including systems training.
- The key responsibilities listed in this role description are broadly captured for the role and this list is not exhaustive. The incumbent may be required to undertake other activities, projects and tasks as directed by the relevant manager.