



THE SCOTS COLLEGE

Role Description – Facilities and Maintenance Team Groundsman / General Hand

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016–2025

1. **Position Title:** Facilities and Maintenance Team Groundsman / General hand (Bellevue Hill Campus)
2. **Role Purpose:**

The FMT Groundsman/General Hand provides diligent service in the presentation of all College Gardens and Grounds.

They must work in a tight team to support the Landscape and Garden environment of the College to the highest possible standards, occasionally assisting with other maintenance activities when required.

They will also need to be a role model within the life of the College.
3. **Location:** Bellevue Hill Campus
4. **Responsible To:**
 - Head Gardener
 - Ultimately responsible to the Principal through the Director of ICT and Services.
5. **Key Relationships:** Head Gardener, Director ICT and Services, Facilities & Maintenance Team Office Administrator

6. **Key Accountabilities:**
- To carry out numerous Gardening duties, over time requiring a minimum of supervision.
 - To always have the Gardens and Grounds of the College in first class, pristine condition, all year round.
 - Carry out maintenance tasks in a timely manner.

7. **Position Responsibilities and Core Activities:**

Position Responsibilities	Core Activities	Key Performance Indicators <small>List the measures used to determine achievement of activities</small>
1. Grounds	<ul style="list-style-type: none"> • Be responsible for the standard and presentation in your appointed work. • Work within a small team to reach short term/long term goals. • With training, safe use of all grounds machinery • With training, use of common garden maintenance machinery i.e. lawn mowers, line trimmers, blowers and hedger's • Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting • Drive vehicles and grounds equipment as required for Grounds maintenance operations. • Recording all defects and incidents as required. • Participate in weekly tool box meetings with the Facilities and Maintenance team 	<ul style="list-style-type: none"> • Have the grounds and gardens in your appointed work zone in the highest possible standards at all times. • Communicate effectively with FMT/college staff using hand held radios and college email. • Work well within a small team. • Report ground and gardens operational issues that arise during work activities to Head Gardener. • Operate college vehicles and machinery in a safe manner. • Participate in regular performance reviews. • Attend and participate in college personal development days. • Attend T-12 staff meetings.

<p>2. General maintenance (when required)</p>	<ul style="list-style-type: none"> • Be responsible for the standard of allocated work in the various College campuses with a minimum of supervision • Assist in the procurement of facilities and maintenance requirements, ensuring the best possible financial outcome for the college. • Building and asset maintenance and care. • Recognising and selecting appropriate tools and materials for maintenance tasks. • Assist with Event set ups when required. • Use of college ticketing system for job allocation. • Ability to respond quickly in a fast paced environment. 	<ul style="list-style-type: none"> • Carry out tasks to an excellent standard in a timely manner. • Proficient knowledge of tools associated with general maintenance of facilities. • Use of college email and ticketing system.
<p>3. General</p>	<ul style="list-style-type: none"> • Respect, follow and promote the Workplace Health and Safety Policies of the College • Respect, follow and promote the role that Christian Faith has in the life and culture of the College. • Maintain good relationships with staff, students and members of the College community. 	<ul style="list-style-type: none"> • Notify Head Gardener of any issues regarding OHS/WHS • Safely participate in work site activities • All PPE is stored and worn in an effective manner • Be polite and courteous to staff, students and the college community at all times.

- The Scots College occasionally requires employees to work after hours to finish projects or carry out Facilities and Maintenance tasks. The FMT Groundsman must be able to occasionally work later to finish these tasks.

8. Essential Selection Criteria:

- Demonstrate capacity and willingness to align with and support the values and mission of The Scots College in everything they do both onsite or offsite while representing the College in any way.
- Have a legal and current driver's license.
- Demonstrate capacity and willingness to comply with all College policies.

- Demonstrated commitment to the development of 'best practice' strategies in all aspects of College Facilities and Maintenance operations
- Capacity to take a whole College perspective in decision making
- Commitment to one's own ongoing learning
- Professional and personal integrity
- Being proactive and innovative

9. Desirable Selection Criteria:

- Relevant trade qualifications

10. Competency & Behavioural Skills:

- Team Player
- Good Communicator
- Flexible, Quick to Learn
- Resourceful
- Available for On Call Assignment
- Pro-Active, Multi-Tasking
- Able to work without direct supervision

11. Expected Standards of Employees

- Be polite and courteous to staff, students and the college community at all times.
- Respond to emails within one business day.
- Take responsibility for your own administrative tasks.
- Arrive at work on time
- A clean and tidy personal appearance including uniform if you have been issued with one.