Duty Statement - Groundsman

As the College’s Groundsman you will:

- Contribute to the efficient and effective operation and environment of the school by providing a high level of facilities and grounds care.
- Perform a range of activities to ensure that school facilities and grounds are maintained to a high standard of neatness, tidiness, safety and hygiene.
- Contribute to the beautification, enhancement of appearance and safety of the school’s grounds.

The position of Groundsman is part of the ancillary support unit of the school and reports directly to the school’s Property Manager, and ultimately to the Business Manager.

You will have responsibility for the following activities and delivery of the following key tasks:

Groundskeeping and Maintenance:

- Care of lawns and gardens etc, including regular mowing, weeding and the use of appropriate insecticides and fertilisers where necessary.
- Care of Agriculture area, including mowing, weed control, etc.
- Ground improvement and enhancement activities.
- Monitor school facilities and bring to appropriate attention any repairs required/safety hazards.
- Preparation, marking and general care of all outdoor sporting facilities (basketball, netball and tennis courts; rugby, soccer & hockey fields; track and field areas; cricket pitches, etc).
- Preparation and maintenance of school ovals by way of regular mowing, watering etc and soil maintenance.
- Planting, watering and care of trees, shrubs etc.
- Regular services and general maintenance of grounds care equipment ie: mowers, brush cutters, tractors etc (as per manufacturers’ service manuals).

**Liaison:**
- Liaise with Property and/or Business Manager regarding periodic maintenance of facilities.

**Recording:**
- Maintain a chemical register outlining the usage of chemicals on school grounds.

**Cleaning:**
Cleaning duties will only form a minor part of the duties of this position.
- Assisting with the collection of waste, food and paper within the parameters of the school grounds as agreed by relevant staff and the Property or Business Manager.
- Hosing of drains and gutters etc.
- Co-ordination of removal and/or disposal of rubbish as required.
General:
The Maintenance staff are responsible for the following general duties, but you may be asked to assist from time to time:

- Preparation of class rooms for examinations.
- Preparation of activity/assembly halls, where applicable, including moving furniture arranging/seating etc.
- Removal and relocation of furniture from room to room.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Property or the Business Manager.