

JOB TITLE: Grounds & Maintenance Officer

POSITION: Part-time, with the possibility of Full-time in the future

REPORTS TO **Manager - QCCC Brisbane**

POSITION DESCRIPTION

Position purpose Perform tasks involving physical labour and providing safe and well-presented buildings and grounds, whilst working within a small team. In carrying out functions and relating to guests and colleagues, QCCC staff are expected to endorse, model and promote Christian values and comply with relevant industry and workplace health and safety guidelines.

- Main tasks**
- Core objectives include:
- Maintaining a high level of presentation of our facilities and grounds.
 - Works in a safe manner at all times.
 - General grounds maintenance including mowing, edging, pruning.
 - General use and basic preventative maintenance of machinery including mowers, whipper snippers, leaf blower and weed spraying.
 - Pools maintenance, including working with chemicals, and record keeping.
 - Perform general repairs and maintenance (carpentry, decking, fencing etc)
 - Regular and preventative maintenance procedures being carried out.
 - Conduct routine inspections of buildings and infrastructure.
 - Respond promptly to maintenance requests.
 - Responsible for the quality of their own work subject to general supervision
 - Exercises discretion within their level of skills and training.
 - Monitor machines during every procedure to ensure safe and optimum running.
 - Have an awareness of machine operations.
 - Ensure company vehicles are always kept clean and tidy.
- Other Duties**
- To display a willingness to, and accept an ownership of, contributing in whatever way their gifts can benefit the overall operation. This willingness may require all staff to work across more than one department, and at times possibly include tasks that are considered 'below' their documented or demonstrated skill levels, but are nevertheless, crucial for the smooth operation of the centre (for example, assist other departments when required in Housekeeping and Catering).
 - Fulfill other duties as required by management and other department personnel as requested/required.
 - General record keeping.
- Required Criteria**
- Trade qualification (Carpentry/Builder preferred) or demonstrated equivalent experience.
 - Experience in general property maintenance and repairs.
 - Practical knowledge of tools and maintenance equipment.
 - Strong problem-solving skills and attention to detail.
 - Ability to work independently and as part of a team.
 - Current driver's licence
 - Working with Children Check (or willingness to obtain).

PERSON SPECIFICATION

- Experience**
- Experience in facility maintenance within camps, schools, hospitality, or similar environments.
 - Experience operating grounds equipment.
First Aid Certificate.
- Skills & competencies**
- **Teamwork:** willingness to assist and support others as required and get on with team members.
 - **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.
 - Good understanding of and or willingness to learn WHS regulations
- Personal attributes**
- Reliable and self-motivated.
 - Positive and team-oriented
 - Physically fit and capable of manual work
 - Takes pride in maintaining high standards
 - Flexible and adaptable

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

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Date