



NILMA PRIMARY SCHOOL

GROUNDS AND MAINTENANCE OFFICER

Position Description and Information

76 Bloomfield Road, Nilma 3821
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 www.nilmaps.vic.edu.au
 ABN 93 378 606 495

GROUNDS AND MAINTENANCE OFFICER

Position Description Summary	The Grounds & Maintenance Officer is responsible for operational grounds and maintenance matters, including general care of all grounds and facilities and day to day property and equipment maintenance.
Responsibilities/ Key Duties	<p>Include, but are not limited to:</p> <ul style="list-style-type: none"> • Ensuring that grounds and gardens are clean and tidy (weeding, pruning, leaf blowing, weed spraying, hedging, watering etc.). • Development and beautification of the grounds and gardens (rubbish clearing, garden development, planting etc. • Undertaking minor repairs and routine maintenance of buildings and equipment. • Arranging and supervising contractors undertaking maintenance onsite. • Regular inspections of school facilities and equipment • Development and implementation of a rolling maintenance and OHS schedule program. • Attend to all matters ensuring that the school grounds and facilities meet appropriate OHS standards. • Reporting to the principal any safety, maintenance concerns. • Management of the school's storage, including delivery of goods to classrooms and storage areas. • Some cleaning when required. • Respond to Out of Hours issues if required • Other duties as required by the school principal
Applicant requirements/ attributes	<ul style="list-style-type: none"> • Relevant experience in similar role or can demonstrate expertise necessary for the role. • A working knowledge and capacity to maintain required OHS policies and safe work practices. • Ability to prioritise work schedule and meet agreed deadlines. • Demonstrates initiative and ability to work effectively without the need for close supervision. • Takes pride in their work and the workplace • Strong problem-solving skills, ability to prioritise with a high level of time management and organisational skills • Excellent interpersonal and communication skills
Additional	<ul style="list-style-type: none"> • Must hold or be prepared to obtain a Working With Children Check prior to commencement. • Must hold or be prepared to obtain a RIWHS204D - Work Safely at Heights certificate. • Must hold valid driver's licence.
Accountability	Reports to Principal