

JOB DESCRIPTION

Job Title:	Grounds and Maintenance Manager (Darwin campuses)
Job Type:	Full-time
Salary Classification:	NT Christian Schools AO 5 scale (6 wks AL)
2018 Salary Range: (Full-time)	\$77,895 - \$81,953 Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Berrimah System Office
Responsible to:	Operations Manager
Directly Reporting to:	Facilities Manager
Date Advertised:	November 2018

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations:

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Expectations of the role

The Grounds and Maintenance Manager is the leader of the Darwin-based Grounds and Maintenance team, having responsibility for the maintenance of grounds and gardens, liaison with contractors, as well as other general maintenance and operational tasks with regard to facilities - including general care of all grounds and facilities and day to day property and equipment maintenance.

Job skills and requirements

- **Analytical Skills:** must be able to consider a lot of different information and competing priorities and make decisions based on needs, strategic direction and budget concerns. Must be able to understand people based, program and compliance needs and respond accordingly to develop priority list.

- **Communication:** Must be able to liaise with different stakeholders across different aspects of the organisation to make sure the job gets done. Being able to clearly explain what needs to be done and why will be necessary.
- **Interpersonal Skills:** Must be tactful and diplomatic and be able to communicate regarding competing priorities in a way that serves each schools community well, as well as provides assurance necessary for the System as a whole. Must ensure open lines of communication are maintained and follow up with stakeholders in a timely and appropriate fashion.
- **Attention to Detail:** Quality control is a large part of the Grounds and Maintenance Manager's role. Making sure cleaning, upkeep and safety standards are maintained, and that efficiencies are discovered, is key.
- **Leadership Skills:** Must motivate and coordinate their teams, as well as deal with any disciplinary issues that may come up. The Grounds and Maintenance Manager will hold an area of positional authority and expertise but must always work to serve the schools and in collaboration and service to the Schools Principals as leaders of their campuses.

Broad areas of responsibility

- Lead the Grounds and Garden Maintenance team, under the guidance of the Facilities Manager.
- Responsible for planning, scheduling and supervising of all aspects of gardening and facilities maintenance.
- Manage a range of functions which include: ensuring all tasks required by the college/school are completed including carpark supervision and some event set ups, being aware of scheduled events and functions and providing support were appropriate for these.
- Establish strong communication protocols with the various areas of the college/school.
- Assist the Principals and Facilities Manager with planning of capital works and maintenance projects.
- Liaise with other senior members of the college/school regarding the grounds in their area.
- Liaise and direct work to be undertaken by contractors.
- Provide a safe work environment which is free from risks to health.
- Prepare and train staff in the use of Safe Work Methods (SWMs), Job Safety Analyses (JSAs), and Safety data sheets such as Materials Safety Data Sheets (MSDSs).
- Undertake regular toolbox talks with the Grounds team.
- Document all aspects of the Grounds department's operations.
- Prepare a monthly roster for each staff member.
- Identify requirements for garden supplies and equipment, and order and receipt thereof.
- Be responsible for ensuring all equipment is maintained and serviced in accordance with industry and safety requirements.
- Assist Grounds team with general garden and grounds maintenance and caretaking.
- Cleaning of pathways, stormwater drains and driveways, including use of high pressure washing machines.
- Preparing and maintaining garden beds and sports grounds (including playgrounds) across the college/school.
- Assisting with the development and maintenance of water management measures.

- Control and responsibility for the maintenance of gardens, sports grounds and/or facilities which includes the use of accredited trade skills in areas such as horticulture, gardening or in the maintenance of sports grounds.
- Emptying of rubbish bins and keep grounds and gardens free of rubbish.
- Responsibility for operating, maintaining and adjusting turf machinery, as appropriate.
- Cleaning and inspecting machinery after each use, reporting any problems to the appropriate manager.
- Assist with the set-up/pack-up for events and functions, including assisting with the transportation of necessary equipment.
- Assist with setting up of marquees for functions.
- Assisting with traffic management.
- Assisting tradespersons.
- Other duties as directed by the Operations Manager.

Essential Skills and Qualifications

- Ability to reflect the Christian faith underpinning the college/school
- Demonstrated relevant experience in grounds and garden maintenance
- Demonstrated experience in effectively leading a team of people and mentoring of staff and apprentices
- Good understanding of OH&S concepts including manual handling, sharps handling and hazardous material handling
- Good understanding of waste management and hygiene principals
- Demonstrated experience in general hand and power tools usage
- Demonstrable high level interpersonal and time management skills
- Health and Safety Training Representative Course (NT Chamber of Commerce)

Desirable Skills and Qualifications

- Certificate/Diploma in Workplace Health and Safety (enrolled and working toward, or achieved)