



JOB DESCRIPTION

Job Title:	Grounds and Maintenance
Job Type:	Part-time 0.6 FTE
Salary Classification:	NT Christian Schools AO2,5 – AO3,1 scale
2022 Salary Range	\$62,498.00 - \$64,050.00 (6 wks AL) pro rata Dependent on qualifications and experience. Plus superannuation contribution of 10% of your annual salary.
School/Entity:	Nhulunbuy Christian College
Responsible to:	Principal
Advertised:	2022

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.

Primary role

The central roles of the Grounds and Maintenance Assistant are to

- assist in the maintenance of the college grounds, and
- help ensure the infrastructure of the college is maintained in good condition and meets OH&S safety requirements.

Responsibilities

Responsibilities and duties include but are not limited to:

Grounds

- General gardening duties
- Mowing (school grounds and on-site houses)
- Maintenance of small machinery
- Assisting the maintenance of irrigation
- Landscaping
- Propagation of plants for gardens
- Handling and use of garden chemicals
- Any other duties as requested by the Principal
- Experience with mowers and chainsaws would be an advantage.

Maintenance Repairs

- Wear and tear to buildings, fittings and furniture
- Touch up paintwork
- Minor plumbing and electrical as permitted by law, training and skill level
- Removal of graffiti and touch-up any damage

Other

- Assist staff with projects as appropriate
- Assist with moving staff, including furniture
- Service, clean and care for the school bus
- Airport runs if needed
- Cleaning outdoor furniture
- Purchase of maintenance goods
- Reporting OHS concerns to grounds manager
- Rubbish pick up and emptying of bins

Selection Criteria

Essential

- Ability to apply the Christian faith in the work place
- Qualifications may be advantageous
- Ability to work independently and also as part of a cohesive team
- Experience with the use of general maintenance equipment
- A solid understanding of OHS issues and procedures
- Basic 'handyman' skills and knowledge
- Good physical fitness and ability to pace oneself in demanding conditions