

FARM & GROUNDS PERSON

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Position Title:	Farm & Grounds person
Role Description:	Maintain and develop Farm facilities & College grounds to a standard as set by the Principal (or Delegate)
Reports to:	Maintenance Manager
Reporting:	Report to staff meetings on operations of farm & grounds maintenance
Staff reporting to this position:	Nil
Work relations:	Internal: all staff and students External: gardening, machinery, material and maintenance equipment suppliers

Qualifications and Experience

Essential Criteria:	<ul style="list-style-type: none">• Previous relevant work experience• Demonstrated ability to work unsupervised• The capacity to participate in all grounds maintenance processes• An acceptance of a variety of gardening and other maintenance roles throughout the campus• The knowledge to recognise, prevent and alleviate the hazards associated with all farm & grounds maintenance processes• A knowledge and understanding of current OH&S work practices• The ability to maintain timeliness within work processes• The ability to maintain a pleasant and positive environment within the workplace• The ability to enjoy challenges, to learn from experience and to have general confidence in your own abilities• The desire to interact positively with other staff members and students throughout the College
Desirable:	<ul style="list-style-type: none">• Certificate III in Horticulture• Chain Saw Operators License• Ladder License• Chemical Handlers Accreditation• Successful completion of Tractor/Front end loader course

Terms of Employment & Remuneration	Full time, 37.5 hours per week. Term as per contract of employment.
Probationary Period	Six months from signing the employment contract
Job Responsibilities	<ul style="list-style-type: none"> • Maintain the Marcus Oldham College grounds to the standard as required by the Principal • In consultation with the Principal and Maintenance Manager, implement the College Farm Plan • Maintain equipment used in normal activities, such as tractor, slasher, boom spray, ATV etc • Maintain Electric Fence system to all required areas of the property • Maintain the livestock watering systems in all required areas of the farm • Maintain pastures, laneways and fence lines through a program of slashing, and spraying, in conjunction with livestock movement • Maintain condition of tree lanes, fencing & gates • Manage noxious weeds & vermin • Maintain the surface condition of the indoor arena • Assist in regularly maintaining the grassed areas around the stable block, indoor arena, nature strip up to the farmhouse, around the farmyard and all grassed areas adjacent to college buildings • Spray weedicides seasonally and as required to limit the growth of noxious weeds around all buildings • Assist in all aspects of grounds maintenance • Assist in all aspects of Building maintenance • Assist with Watering trees and garden beds as required using recycled water only • Maintain College roadways and road drainage in good condition • And other duties as required by the Maintenance Manager or Principal
College Expectations	<ul style="list-style-type: none"> • Consistently follows all policies and procedures • Adheres to occupational health and safety, equal opportunity and other government regulations that control activities within the workplace • Fulfilment of the position description • Displays empathy and support for all students at the college • Professionally represents the college in the wider community • Adopts a professional personal presentation • Consults with all relevant stakeholders to determine if the level of services are meeting or exceeding stakeholder's expectations • Respects confidentiality of information obtained in the course of duties • Attends staff meetings, College and selected student social functions • Give appropriate notification when absent from the college • Gives adequate notice of intention to take annual and long service leave
Quality Systems and Continuous Improvement	<ul style="list-style-type: none"> • Contributes to organisational quality systems and participates in implementing relevant policies and procedures and contributes to continuous improvement. • Regularly review (not less than annually) all documents for which the Farm & Grounds person is Custodian. Time-critical documents will be reviewed prior to use or distribution.
Personal Development	<ul style="list-style-type: none"> • Ensure continuous development of skills and competencies by participating in relevant training.

Key Performance Indicators

Financial	Assists in maintaining all expenses within the relevant budget.
Organisational	Achieves high level of positive feedback from all stakeholders.
Leadership	Demonstrates direction and encouragement to team members that provides evidence of: <ul style="list-style-type: none">• resolving personal and process problems that prevent agreed goals being achieved• actively seeking to assist academic and administration staff to efficiently produce quality outcomes to all work processes• initiating improvements to work flows
Quality Systems	Contributes to organisational quality systems and participates in implementing relevant policies and procedures and contributes to continuous improvement. Regularly review (not less than annually) all documents for which the Groundsman is Custodian. Time-critical documents will be reviewed prior to use or distribution.
Appraisal	Formal annual system of performance appraisal based on key performance indicators and regular informal communications in the work place on performance