



Role Description

Title: Coach Driver and Groundsperson (Ag Focus)

Reports to: Facilities Coordinator

Classification: Services Staff Level 3

1.0 Purpose

The Groundsperson (Level 3) assists the Principal, Business Manager and Facilities Coordinator in the management and maintenance of facilities, grounds and equipment within the college property.

2.0 Experience and qualifications

Essential

- current Medium Rigid licence and traffic history report (for the last three years) from the Department of Transport and Main Roads
- considerable experience driving heavy vehicles
- reliable and flexible work ethic with high level organisation skills
- effective relationship building, interpersonal and communication skills including the ability to relate well to children and adults
- understanding and abidance of National Heavy Vehicle Regulator Laws (NHVR) and experience in work diary requirements
- experience in or capability to plan journeys with excursion co-ordinators to meet educational needs in a safe and timely manner
- capability to perform basic maintenance; eg tyre change, filter and belt maintenance, simple mechanical repairs, etc
- maintenance requirements; eg start-up, weekly, monthly etc
- relevant tertiary qualification at certificate level or trade qualification or a minimum of 2 years' experience in a similar role
- Agricultural Chemical Distribution Control (ACDC) licence or willingness to obtain one
- experience in the operation and maintenance of agricultural machinery
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- the ability to relate well to children and adults
- experience in labouring and operation of some machinery
- the ability to work in a team environment, using initiative and with minimal supervision
- empathy with the values and ethos of the Catholic faith

3.0 Key result areas

- 3.1 Ensure the agricultural facilities are effectively maintained and developed to support the ongoing improvement of the Agribusiness Pathways.

- 3.2 Ensure that all students are transported to arranged locations in a safe and timely manner.
- 3.3 Perform duties in a safe and responsible manner in accordance with all legislative requirements, including school health and safety policies, and safe work processes and practices.
- 3.4 Collaborate and communicate with others to ensure that high professional standards are met
- 3.5 Contribute to and promote the development, alignment, attainment, and review of the school/college strategy and the strategic goals for TCS.
- 3.6 Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties statement

Groundsperson (Level 3)

3.1 Ensure the agricultural facilities are effectively maintained and developed to support the ongoing improvement of the Agribusiness Pathways.

- work with the Facilities Coordinator and teaching team to perform general tasks, engage in processes required for the Agribusiness Pathways, and small works projects; including (but not limited to) coordinating specialists, planning projects, organising materials to complete projects and delivering finished products
- engage in the production cycle of agriculture including crop production, apiary, viticulture, viniculture and other agricultural ventures
- ensure regular maintenance of equipment, tools and machinery according to manufacturers' instructions and warranty guidelines
- install and maintain fences around and within the College grounds
- work with the Facilities Coordinator to organise registered tradespeople to complete repairs and maintenance tasks that are outside of the qualifications and abilities of the incumbent
- distribute chemicals for the control of weeds on school grounds in accordance with the Agricultural Chemicals Distribution Control (ACDC) Act, 1966

3.2 Ensure that all students are transported to arranged locations in a safe and timely manner.

- Under limited supervision and using initiative, implement measures to ensure that deadlines are met in accordance with the timetable requirements of the staff and students.
- Maintain knowledge of current road conditions and travel routes.
- Ensure College coach processes are adhered to including:
 - Compliance with all NHVR regulations
 - Driveability, safety, cleanliness and maintenance of the College coach

3.3 Perform duties in a safe and responsible manner in accordance with all legislative requirements, including school health and safety policies, and safe work processes.

- prepare maintenance reports and work completion schedules on time and when required
- complete maintenance and inventory control documentation to a standard compliant with environmental health and safety practices for hazardous substances, chemical, and fuel storage and handling
- check the work area for hazards, identify and report all hazards or unsafe conditions to the principal, and minimise the risk of injury to yourself, other people, and property.
- report issues and/or damage to college property to the Facilities Coordinator and Senior Leadership Team
- attend professional development as appropriate; including training to gain and/or maintain qualifications to hold an Agricultural Chemical Distribution Control (ACDC) licence
- attend meetings as required
- maintain driver accreditation and adherence with road rules in accordance with government regulations.

3.4 Collaborate and communicate with others to ensure that high professional standards are met

- Maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions, and seeking advice.

- Understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service.
- Work collaboratively and communicate effectively with stakeholders to ensure a high level of service delivery.

3.5 Contribute to and promote the development, alignment, attainment and review of the College Strategy and strategic goals for TCS

- contribute as a member of the college to achieve the strategies set out in the College Strategy and the TCS Strategic Plan
- document and report on the progress of initiatives in the College Strategy and the TCS Strategic Plan as required

3.6 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the College Strategy, TCS Strategic Plan or other directorate strategies
- complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line manager/s or their nominated delegates