

## Position Description

Position	Grounds and Maintenance Officer
Employer	Blue Sky Community Services
Reports to	Executive Manager: Operations
Responsible to	The Chief Executive Officer
Organisational Team	Operations
Award	The Miscellaneous Award 2020
Positional Context	<p>Blue Sky Community services is a not-for-profit, values-based social purpose organisation, delivering a range of capacity-building services for people and communities within our geographic footprint. We have an enviable and kind workplace culture where every staff member, and the work they do, matters.</p> <p>This position supports the organisation by ensuring our facilities and outdoor areas are well maintained, well presented and safe.</p>
Position Overview	<p>The Grounds and Maintenance Officer plays a key role in maintaining our facilities and outdoor areas, including lawns, gardens and pathways. The position involves performing routine maintenance tasks, addressing minor repairs, and ensuring the premises remain safe and presentable. The role requires practical skills, a proactive mindset, and the ability to work autonomously while adhering to workplace safety standards, relevant laws and regulations, including, but not limited to, strong compliance with the Work Health and Safety Act 2011 (NSW).</p>
Qualifications and Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>- Proven experience in groundskeeping, gardening or general maintenance roles, including use of associated equipment</li> <li>- Proficiency in landscaping and horticultural practices</li> <li>- Valid NSW Driver's Licence for travel between sites</li> <li>- Own vehicle with towing hitch for travel between sites (mileage allowance will be paid)</li> <li>- Vehicle registration, comprehensive insurance and roadside assistance</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>- Relevant certifications in horticulture, landscaping or maintenance, equipment use</li> <li>- Ownership of a trailer, but can be supplied</li> </ul>

## Organisational Competencies

### Organisational Alignment

Values and Culture Alignment	Demonstrates behaviour, attitudes and practice that are in strong alignment with the organisation's vision, values and code of conduct.
Compliance	Complies with organisational policies, procedures, delegations of authority and systems.

### Professionalism

Professional Standards and accountability	Demonstrates professional behaviour, standards and accountability.
Professional Obligations	Demonstrates a sound understanding of, and complies with, professional obligations and duty of care, including complying with privacy obligations.

### Effective Working Skills

Record Keeping and Reporting	Complies with positional record keeping, documentation and reporting obligations to required timeframes.
Time and Resource Management	Demonstrates very good organisational, prioritisation, time and resource management skills.
Technology	Demonstrates confidence and competence in using the technology required in the role.

### Safety and Risk Management

Work Health and Safety Compliance	Consistently complies with work, health and safety and risk management obligations, instructions, policies and procedures and systems.
Workplace Safety	Demonstrates a zero tolerance of bullying, harassment and discrimination.
Child Safety	Adheres to Child Safe Standards, practices and national Child Safety principles.

### Effective Communication

Communication	Demonstrates very effective communication skills.
Emotional Management	Demonstrates very good emotional intelligence and emotional regulation.

## Relationship Management

Internal Relationship Management	Demonstrates very good relational, interpersonal and teamwork skills.
External Relationship Management	Builds and maintains strong, positive and beneficial stakeholder relationships.
Participant Relationship Management	Establishes and maintains effective and professional working relationships and boundaries with participants.
Customer Service	Demonstrates excellent customer service.

## Continual Improvement and Development

Continual Learning and Development	Demonstrates continuous learning and development.
Continuous Quality Improvement	Demonstrates continuous quality improvement.
Feedback and Complaints	Demonstrates effective complaints and feedback handling.
Service Evaluation	Actively contributes to organisational and service evaluation and feedback processes.
Change Adaptation	Keeps abreast of changes, and proactively and positively adapts to change.

## Knowledge and Practice

Evidence-based Knowledge and Practice	Demonstrates a sound working knowledge of underpinning knowledge and practice of service being delivered.
Inclusive Knowledge and Practice	Demonstrates a strong commitment to human rights. Fosters inclusion. Demonstrates cultural competence.
Outcome and Output Achievement	Achieves or exceeds positional outcomes and outputs and key performance indicators to required timeframes.

## Key Responsibilities

Grounds Maintenance	<ul style="list-style-type: none"> <li>– Mow, trim, and edge lawns</li> <li>– Prune and trim trees and shrubs</li> <li>– Weed and mulch garden beds</li> <li>– Removal and planting of plants</li> <li>– Seasonal debris and rubbish removal</li> <li>– Other grounds maintenance duties as required/requested</li> </ul>
Building Maintenance	<ul style="list-style-type: none"> <li>– Conduct minor repairs (i.e. door hinges, locks etc.)</li> <li>– Address minor plumbing issues</li> <li>– Replace light bulbs and perform basic electrical tasks</li> <li>– Clean gutters and drains</li> <li>– Keep pathways hazard free</li> <li>– Other building maintenance duties as required/requested and within skill ability</li> </ul>
Equipment Management	<ul style="list-style-type: none"> <li>– Operate, maintain, and service gardening and maintenance tools and equipment</li> <li>– Monitor inventory levels and reorders supplies as necessary</li> </ul>
Additional Work, Health and Safety Requirements	<ul style="list-style-type: none"> <li>– Consistently complies with work, health and safety and risk management obligations, instructions, policies and procedures and systems</li> <li>– Performs risk assessments, and ensures compliance with WHS standards</li> <li>– Performs pre-task risk assessments and implements control measures for tasks such as: <ul style="list-style-type: none"> <li>– using ladders or working at heights</li> <li>– operating power tools and machinery</li> <li>– handling and applying hazardous substances.</li> </ul> </li> <li>– Ensures proper use of personal protective equipment (PPE) such as gloves, goggles, safety boots, sun protection</li> <li>– Participates in safety training and toolbox talks</li> <li>– Reports incidents, hazards or near misses promptly</li> </ul>
Additional Duties	<ul style="list-style-type: none"> <li>– Assists with event set-ups and clean-ups when requested</li> <li>– Performs other duties broadly consistent with this role</li> </ul>

## Physical Requirements

	<ul style="list-style-type: none"> <li>– Ability to lift, carry, and handle heavy objects and equipment</li> <li>– Willingness to work outdoors in varying weather conditions, including heat, rain, and cold</li> <li>– Capability to perform physically demanding tasks such as digging, climbing, and repetitive movements</li> </ul>
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