

## JOB DESCRIPTION & PERSON SPECIFICATION

### Property Services Officer – Grounds & Minor Maintenance

College Department:	Property Services
Position Title:	Property Services Officer – Grounds & Minor Maintenance
Position Classification:	Grade 3, Year 1
Tenure:	Permanent, full-time: 1.0FTE Commencing July 2025

## JOB DESCRIPTION

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### 1. Summary of the broad purpose of the job in relation to the College's goals.

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The Property Services Officer will support the Tatachilla Lutheran College Property Services Team

The Property Services Officer is responsible to:

Accept responsibility for the establishment, maintenance of turf, landscaping, and ongoing upkeep of grounds surrounding buildings and facilities.

Assist with overseeing and coordinating contractors involved in ground maintenance, ensuring work is completed to a high standard and within agreed timeframes.

Promptly respond to requests for minor maintenance repairs or as directed by the Property Services Manager, prioritising tasks to ensure the smooth operation of college facilities.

Maintain accurate records of maintenance activities, including scheduling, completed tasks, and inventory of supplies and equipment.

Conduct regular inspections of the grounds to identify areas requiring attention and address them proactively.

Collaborate with the Property Services Manager to implement improvements for seasonal grounds maintenance, landscaping enhancements, and preparations for college events.

Ensure compliance with all relevant health and safety regulations, including the proper use of personal protective equipment (PPE) and safe operation of equipment.

Normal working hours: Monday to Friday, 37.5 hours per week, 8:00 am to 4:30 pm with a one-hour lunch break. Hours may vary as directed by the Property Services Manager.

Provide urgent out-of-hours security or maintenance callouts if requested.

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### 2. Reporting / Working Relationships

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- Accountable to the Business Director through the Property Services Manager

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### 3. Special Conditions

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- A 12 week probation period will apply.

#### 4. Extent of Authority

The Property Services Officer will follow the decisions of the Property Services Manager and Business Director.

#### 5. Statement of Key Outcomes & Associated Activities

The following responsibilities and accountabilities will be undertaken by the Property Services Officer – Grounds & Minor Maintenance:

- Turf Maintenance.
- Manage oval irrigation and irrigation systems.
- Use of chemicals
- Upkeep and use of plant machinery to perform tasks in a safe manner
- Plan landscaping in consultation and approval with the Property Services Manager.
- Grounds maintenance work schedule.
- Embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;
- Maintain the highest levels of commitment to compliancy, review and continuous improvement of child protection policies and practices;

## PERSON SPECIFICATION

#### 1. Educational / Vocational Qualifications

- Evidence of prior experience in a similar position
- Working with Children Check (WWCC) and successful completion of TLC Applicant Declaration form.
- Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC)
- First Aid Certificate
- Hold trade qualifications and / or proven skills, experience, and competence for this position.
- Formal qualifications in Horticulture
- Certification AHCCMH304 – Transport and Store Chemicals - preferred
- Certification AHCCM307 – Prepare and apply chemicals to control pest, weeds and diseases – preferred
- Associated skills and proven experience in minor building maintenance - preferred

#### 2. Personal Skills, Abilities & Aptitude

- Able to interpret and promote the culture of the College to the wider community.
- Ability to take initiative and come up with solutions
- Astute communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to work in a dynamic and changing environment with flexibility and a solutions-based attitude.
- Excellent attention to detail and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks.
- Personal commitment to continuous self-development and improvement.

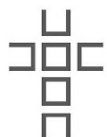
### 3. Experience / Knowledge

- Relevant or related experience at a similar level or role
- Excellent knowledge, understanding and experience in use of tools and equipment associated with grounds maintenance

### 4. Breakdown of duties

The Property Services Officer - Grounds will:

- Perform compliance maintenance tasks as directed by the Property Services Manager, including stormwater pit, drains, and gutter cleaning.
- Undertake WHS accredited training as instructed by the Property Services Manager to ensure tasks are performed safely.
- Wear appropriate Hi-vis PPE work uniform. Tatachilla Lutheran College will supply three shirts. The employee is responsible for maintaining work pants and steel cap shoes. PPE safety items required for task completion will be provided by the college.
- Participating in Property Toolbox talks and raises any concerns regarding WHS issues.
- Maintain all lawns, grassed areas, and ovals at the correct height, including alongside entry roads and fence lines.
- Perform sports oval line marking using college equipment and manage paint stocks.
- Control weeds across all college land including ovals, lawns, tree surrounds, road edges, pasture paddocks, embankments, and around buildings, while wearing correct PPE attire.
- Trim lawn edges along footpaths and embankments neatly using plant equipment.
- Ensure shrubs and trees are trimmed to prevent encroachment on paths and maintain above head height for safety.
- Prune rose bushes and other ornamental plants established in landscaped areas.
- Mow and spray weeds inside and outside of Eco Classroom perimeter fence, including mowing viewing areas.
- Repair damaged lawns or paths caused by contractors and builder's machinery.
- Plant and maintain trees and shrubs in new landscaped areas.
- Demonstrate understanding and willingness to be trained in the safe use and storage of chemicals and weed poisons, applying them appropriately and responsibly.
- Fertilise areas as required according to the property maintenance schedule.
- Spray lawns, roses, and other plants for insect infestations.
- Monitor overall water usage and develop efficient irrigation practices as necessary.
- Establish and maintain irrigation systems.
- Check and maintain playground areas, including periodic turning and replenishing of soft fall in accordance with WHS regulations.
- Assist with and/or conduct playground audits as directed by the Property Services Manager.
- Collaborate with teaching staff to ensure sports areas are available for sports and PE programs as needed.
- Renew, upgrade, repair, and establish fences, gates, driveway posts, and other deterrents around gardens.
- Occasionally thin out woodlot.
- Provide care and attention to animals on college land, including assisting with upkeep of Agriculture and Eco Sanctuary areas as directed.
- Repair uneven paved areas and establish new paved areas as directed.
- Unlock toilets areas at the start of the day.
- Lock and secure buildings when required, ensure windows are closed and air conditioners and lights are turned off.
- Be on call during daytime hours for any concerns or enquiries regarding student issues with grounds or rubbish.



### Job Description & Person Specification

### Property Services Officer

- Conduct daily maintenance and cleaning of bins around college grounds as directed.
- Provide general care and maintenance of all equipment used for work, employing contractors if necessary.
- Keep student eating areas clean and washed as needed.
- Organise and contribute to seating arrangements for assemblies, chapel, parent nights, and other functions, and restack after events.
- Contribute to shared task event setups as required.
- Work out of hours when needed.
- Display motivation, work unsupervised and autonomously, and effectively collaborate within a small team.

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#### 5. Classification Level

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The Property Services Officer is a Lutheran Schools Officer Grade 3 classification as per the 2024 SA Lutheran Schools Enterprise Agreement.

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#### 6. Performance Standards & Review

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An annual Performance Review is undertaken with the Business Director to determine the capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

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#### 7. Workplace Health & Safety

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The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach staff on the job.

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#### 8. Equal Employment Opportunity

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Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.



## APPLICATION PROCESS

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Applicants with sufficient skills and experience are required to:

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1. Write a cover letter of up to two pages, addressing suitability for the position;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Director of People and Culture, Tatachilla Lutheran College and sent electronically to [jobs@tatachilla.sa.edu.au](mailto:jobs@tatachilla.sa.edu.au).

Applications close 4pm, Thursday 3 July 2025