



St Mark's College
ADELAIDE

POSITION DESCRIPTION

Position Title:	Grounds Person and Maintenance Team Member
Reports To:	Property Manager
Key Relationships:	Property Manager, Business Manager, and Head of College
Position FTE/type:	Full-time or minimum of .8 FTE (negotiable)
Salary:	\$53,000 - \$57,500 per annum FTE – commensurate with experience

SCOPE

St Mark's College is a residential university college at which university students live and learn together in a residential academic community. It aims to offer them the best all-round educational experience, focussed on their academic progress, personal growth, and well-being.

Under the guidance and supervision of the Property Manager, members of the maintenance team assist with the College's strategic priority of providing outstanding facilities and services in an inspiring and sustainable physical environment.

The ideal person for the job will have a warm, organised, and adaptable approach, with previous experience performing gardening duties, assisting in the efficient operations of conferences and events held at the College, and performing a variety of maintenance tasks.

DUTIES AND RESPONSIBILITIES

- Maintain the College grounds to an impeccable standard, including undertaking lawn mowing, weeding, and leaf blowing on a regular basis.
- Undertake a range of gardening tasks such as propagation, cultivation, pruning and monitoring of shrubs, trees, and other flora.
- Assist with the implementation of appropriate water, fertiliser and renovation programs for turf, shrubs, and trees.
- Undertake the set-up and pack-down for conferences and functions, including using safe manual-handling techniques for moving heavy and large items, eg furniture, etc.
- Ensure the safety of staff, residents, and visitors through the performance of maintenance tasks.
- Perform various preventative and unplanned maintenance & gardening tasks.
- Assist in the implementation of rubbish and recycling strategies of the College.
- Ensure work undertaken is of high quality and complies to the relevant standard.
- Other duties as directed by the Property Manager, Head of College, and Business Manager.

KNOWLEDGE, EXPERIENCE AND SKILLS

- A relevant qualification in Horticulture or similar is highly desirable.
- Experience in building and garden maintenance.
- Skills in welding, carpentry, electrical, plumbing, or similar trades are highly desirable.
- Outstanding customer service skills.
- Computer literacy skills, particularly Outlook.
- Experience using relevant housing/maintenance software (especially StarRez Housing) will be viewed favourably.
- Must have a current Australian driver's licence.
- Must be able to carry out the physical work necessary to fulfil the role.

PERSONAL CHARACTERISTICS

- Well-presented, friendly, positive, and warm disposition.
- Genuine interest in horticulture.
- Ability to work collaboratively, as a valuable member of a team providing fast and reliable service.
- Well organised, efficient, with an ability to problem solve when required.
- Ability to prioritise and multi-task, while remaining flexible.
- Ability to problem solve and make relevant decisions consistent with College policies and procedures when the Property Manager is absent.
- Strong work ethic, reliability, integrity, and consistent work attendance record.
- Willingness to learn and adapt to new processes.

WORK, HEALTH & SAFETY

All staff are required to take reasonable care for their own health and safety, and that of other personnel who may be affected by their conduct, and to comply with the College's Health, Safety and Wellbeing Policy, as amended from time to time, and other policies.

TERMS & CONDITIONS

Full-time or part-time 0.8 FTE (negotiable). Working hours are 7.30am to 3.30pm, 30-minute lunch break.

APPLICATION PROCESS

Please apply via Seek with your resume and a cover letter specifying relevant experience and why you wish to be considered for this role, addressed to Carol Atkinson, Events Manager and Executive Officer.

For further information please phone Carol Atkinson on 8334 5600.

Applications close at 5pm on Monday 22 January 2024.