



## NEWHAVEN COLLEGE

### LEAD - GROUNDS AND GARDENS

#### **Nature of Role:**

The Lead Grounds and Gardens position will require an enthusiastic and passionate individual, displaying drive and initiative in caring for, maintaining, and further developing the College's grounds, gardens, and wetlands.

Lead – Grounds and Gardens reports directly to the Property Manager.

#### **Main Responsibilities and Accountability Areas:**

Lead - Grounds and Gardens:

- Ensure grounds and gardens are maintained at a high standard and aesthetically pleasing.
- Manage contractors and team members as required
- Ensure maintenance programs and arborist reports are carried out so as to effect smooth operations of the College.
- Liaise and 'work in' with General Maintenance staff as required.

Specifically, this includes:

#### Gardens Maintenance

- Effectively maintain and improve existing gardens.
- Draw on established knowledge in parks/gardens/horticulture.
- Identify trouble areas, developing and implementing strategy to aid healthy development of gardens and grounds.
- Actively engage in the college's 'wetlands rejuvenation project' and subsequent maintenance.
- Manage planting events with college community.
- Weed suppression.

#### Grounds Maintenance

- Mowing grounds
- Whipper snipping
- Vacuuming leaves and paths
- Gardening and removing weeds
- Pruning
- Overall upkeep of gardens and surrounds
- Oval Maintenance and upkeep
- Soccer pitch maintenance and upkeep
- Synthetic turf courts maintenance and upkeep
- Safety matters

#### General Maintenance

- Day to Day maintenance of equipment.
- Scheduled servicing of machines.
- Daily maintenance forms to be filled in for all jobs.
- Moving furniture when required.
- Liaise with the Property Manager regarding day-to-day maintenance.

#### **Performance Indicators**

The measure of good practice for the College Grounds and Maintenance Teams shall include:

- The efficient and timely execution of grounds and maintenance projects
- The reporting of appropriate remedial action required for any unsafe area
- Working within a safe and hazard free environment

#### **Position Requirements: Knowledge and Experience**

- It is preferred the applicant holds a Certificate IV in Parks and Gardens
- Experience in a related role
- Handy person skills in a maintenance related area
- Be physically fit and able to carry out the lifting requirements of the role
- Sound knowledge of safe working practices
- Good communication and time management skills
- Ability to work as part of a team or individually as required
- Understanding of the requirements of the Anti-Discrimination Act
- Understand and adhere to Ministerial Order 870 – Child Safe Obligations.
- Complete Child safe and other assigned training from time to time
- Current drivers' licence

#### **Internal Relationships**

- Principal
- Business Manager
- Property Manager
- Maintenance Team members
- Administration team
- Teaching staff and non-Teaching staff

#### **External Relationships**

- Tradesmen and contractors as required

#### **Statement of Commitment to Child Safety**

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.*