**Position Description**

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| **Title** | **Groundskeeper – Part Time** |
| **Reporting to** | Karguru Nursery/LMU Manager |
| **Salary Range** | $52,561.60 at .5 FTE (19 hours per week) |
| **Liaises with** | JCAC Managers and JCAC clients |
| **Award** | Hospitality Award |
| **Type of Position & Hours of work** | Part Time  Monday to Friday  8:00am to 12noon and 11am on Fridays. |
| **Position Summary** | The role of the Groundskeeper is to ensure an outstanding presentation of Julalikari Council properties and corporate offices. This will involve mowing, whipper-snipping, planting and maintaining garden areas, weeding and watering common areas, the occasional pruning of trees and shrubs, and any other tasks related to grounds presentation/maintenance.  The work can be demanding and in challenging conditions, applicants are required to have a level of physical fitness to fulfil the role. |
| **Essential Criteria** | * Must have previous experience in grounds maintenance, in particular mowing, whipper-snipping, chainsaw, pole-saw, irrigation installation, planting and maintaining gardens. * Qualifications in the use and maintenance of a variety of fuel powered equipment, such as mowers, whipper-snippers, chainsaw and pole-saw. * Ability to use and maintain hand tools required for gardening and grounds maintenance. * Adhere to Work Health and Safety practices, and utilise correct Personal Protection Equipment required for the role. * Hold a current White Card or ability to acquire. * A current Drivers Licence is a must for this role. * Current National Police Clearance or an ability to obtain one; and * Working with Children’s Clearance or an ability to obtain one. |
| **Desirable Criteria** | * Chemical storage and handling qualifications. * Cert II or III in landscaping and/or horticulture. |
| **Key Attributes** | * Possess the physical ability to undertake the requirements of the role, including bending, lifting and carrying. * Ability to follow verbal and/or written instructions. * Punctuality. * Ability to follow Policy and Procedures. * Ability to work autonomously or as part of a team. * Attention to detail. * Be self-motivated. |

*The statements contained herein reflect general details, as necessary to describe the principal tasks of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including working in other functional areas to cover absences or relief, to equalise peak work periods, or to otherwise balance the workload. I acknowledge that the attached Key Performance Indicators (page 3 & 4) will be used to assess my performance in this position.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Julalikari Council Aboriginal Corporation.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Description – Key Performance Indicators**

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| **Groundskeeper** |

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| **Tasks and Responsibilities** | **Key Result Area/ Key Performance Indicators** |
| **Programs** | |
| Complete tasks in a timely manner. | *Tasks completed in reasonable timeframes.* |
| Complete tasks to a high standard. | *Tasks completed to a high standard.* |
| Proper use and maintenance of fuel powered equipment. | *Fuel powered equipment properly used and maintained.* |
| Proper use and maintenance of hand tools. | *Hand tools properly used and maintained.* |
| **Administration** | |
| Must hold a current Drivers Licence. | *Current Drivers Licence held whilst employed.* |
| Current National Police Clearance. | *Current national Police Clearance obtained and passed.* |
| Working with Children’s Clearance. | *Current Working with Children Clearance obtained.* |
| **General** | |
| Follow Policy and Procedures of JCAC. | *Policy and Procedures followed.* |
| Adhere to Vehicle Use Policy. | *Vehicle Use Policy followed.* |
| Follow verbal and/or written instructions. | *Verbal and/or written instructions understood and followed.* |
| **Teamwork** | |
| Ability to work autonomously or as part of a team. | *Has worked autonomously and as part of a team.* |
| **Training** | |
| Attend training as requested. | Attended training opportunities as requested. |
| Work Health & Safety | |
| Adhere to Work Health and Safety practices required for the role. | *Work Health and Safety practices followed as required..* |
| Utilise correct Personal Protection Equipment required for the role. | *Correct Personal Protection Equipment used as required.* |
| Hold a current White Card or ability to acquire. | *Current White Card held or obtained.* |

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| **Document ID** |  |
| **Version** |  |
| **Review Date** |  |