

Position Title

Maintenance and Gardening Officer (Level 4)

Company

Griffith Retirement Estate – 29 Sidlow Road, Griffith NSW

Objectives of Position

The Maintenance and Gardening Officer (L4) is responsible for providing an effective and efficient maintenance and gardening service while maintaining a professional, friendly and courteous manner.

Key Relationships

- This position reports to Estate Manager
- There are no staff reporting to this position
- This position works closely with Estate Staff
- Direction provided by Maintenance and Gardening Officer (Level 5)

Position Details

- Support the delivery of a quality lifestyle for residents that meets company values
- Provide a prompt and courteous service and act in a professional manner at all times
- Maintain gardens and grounds including:
 - Mowing, edging and maintenance of lawns
 - Weeding, pruning, planting, landscaping of all gardens and grounds
 - Maintaining the cleanliness and appearance of all external areas including paths and hard surfaces
 - Rubbish removal
- Maintain buildings facilities and equipment including:
 - Clean and maintain drains and ensure drains are properly operational.
 - Clean and maintain drainage and sewer pits ensuring the pits are not blocked.
 - Maintenance and installation of irrigation systems
 - Routine maintenance of equipment in accordance with specifications
 - Carryout timely and proficient routine preventative maintenance and repairs to facilities and equipment
- Adhere to all maintenance and gardening systems including the maintenance and gardening work register
- Adhere to systems and procedures to ensure WH&S, security and fire is maintained to required standards
- Contribute to the relevant documentation of procedures and review of processes as required
- Initiate and be actively involved in continuous improvement initiatives

- Accept responsibility for own safety in the workplace and take appropriate remedial action when hazards are observed. Use prescribed personal protective equipment

Personal Criteria

Experience and Knowledge

- Proven experience and ability to develop relationships and demonstrate empathy when dealing with residents - essential
- Experience in gardening maintenance, plant types, pruning, irrigation systems and servicing of gardening equipment - essential
- Experience in basic maintenance fields such as woodwork, electrical and plumbing - essential
- General knowledge of basic machinery repairs such as washing machines, dryers, hot water services and air conditioners - desirable
- Certificate III horticulture - desirable
- Trade qualification in carpentry, electrical, plumbing or gardening – highly desirable
- Holds an unencumbered Australian Drivers Licence - essential

Personal Capabilities

- Highly self-motivated with the ability to establish credibility and gain the confidence of a wide range of people from diverse backgrounds
- Sound verbal and written communication skills
- Ability to prioritise workload and meet set timelines
- Ability to be creative, innovative and flexible and readily accommodate change
- Proven analytical, problem solving, and decision-making skills

Workplace Health and Safety (WHS)

- These duties and responsibilities should be read in conjunction with the Company's WHS policy & procedures
- All employees should understand WHS principles and comply with the company's WHS policy
- All employees should adopt safe work practices that comply with WHS requirements and must not wilfully place at risk the health & safety of any person in the workplace
- All employees should participate in relevant WHS meetings, training and other activities

Accepted by Employee:

Name: _____

Signature: _____

Date: _____