

TAUPO-NUI-A-TIA COLLEGE



JOB DESCRIPTION

Position:	Groundsman
Responsible to:	Executive Officer
Direct Reports:	Nil
Functional relationships with:	Caretaker Gardener Support Staff Students
Position term:	Permanent, fulltime position
Terms of Employment:	Secondary and Area School Groundstaff Collective Agreement

KEY RESPONSIBILITIES

PRIMARY OBJECTIVE

The practical responsibility for the general appearance, maintenance, improvement, security and hygiene of the College grounds and surrounds.

Specific Responsibilities

1. Support the College's Charter/goals/policies.
2. Work the hours as negotiated
3. Ensure that the grounds and surrounds are kept clean and tidy. This includes but is not limited to:
 - a. Weed management
 - b. Pruning
 - c. Mowing
 - d. Weed removal
 - e. Clearing leaves
 - f. Marking Fields
 - g. Rubbish and green waste clearing and removal
 - h. Surface cleaning
 - i. Irrigation of fields
4. Consult and work with other Property Staff providing assistance and advice where appropriate

5. Help ensure that the College premises are secure and alarmed. The daily locking/unlocking of buildings as required or instructed.
6. Be responsible (with the Caretaker) for the security, and daily locking and unlocking of buildings.
7. Meets Health and Safety requirements.
 - a. demonstrates knowledge and practice of all aspects of occupational safety and health, eg use of electrical and dangerous equipment, work in high places, storage and use of dangerous goods etc
 - b. rubbish is disposed of daily
 - c. building surrounds/entrances are kept hazard free
 - d. operates the gas-fired heating plant when required
 - e. performs any emergency cleaning task during the day as required.
8. Supports the work of Caretaker and Gardener by consulting with Caretaker and Gardener and providing assistance and advice as appropriate.
9. Oversees (under consultation with Executive Officer) the work of any temporary Ground Staff.

Professional/Personal Development

1. Accept and seek ongoing professional development.
2. Maintain and develop a high degree of personal presentation and personal professional skills.
3. Meet annual objectives as set by the Executive Officer.