



POSITION DESCRIPTION

Position: Grounds/Maintenance Officer

Classification: School Services Staff Classification Level 2/3

Employment Type: Full Time

Reports to: Facilities Manager

Position Purpose

The Grounds/Maintenance Officer at Villanova College plays a crucial role in maintaining the aesthetic and functional integrity of our Coorparoo and Villa Park campuses. The role is responsible for the upkeep of indoor and outdoor areas, ensuring a clean, safe, and welcoming environment for students, staff, and visitors.

The Grounds/Maintenance Officer's efforts are instrumental in not only enhancing the overall experience for our students, staff, and visitors, but also in fostering a positive perception of our College within our community.

Please note: The successful candidate must be available to work flexibly across the Coorparoo College and Villa Park, Tingalpa Campuses as required.

Reporting Relationships

The position reports to the Facilities Manager and works collaboratively with the wider facilities team, College staff, students and contractors.

About Villanova College

Villanova College is an independent Catholic school for boys under the care of the Augustinian Order. It was founded in 1948 by five Irish priests on a 10-acre property in Hamilton, with the large onsite residence, called 'Whinstanes', functioning as three classrooms, a chapel and sacristy.

The College moved to its present site in Coorparoo in 1954, where it still sits on the grounds of historic home 'Langlands'. From 40 students to over 1,500, Villanova has continued to grow into the close community we now cherish today.

The Augustinian Order has a long history in education reaching back 750 years, and Villanova has made a love of learning and pursuit of understanding part of its character since day one. This unrelenting pursuit for knowledge and understanding ensures our lives will be based on truth, for it is truth that conquers. This is reflected in the College motto: Vincit Veritas ("Truth Conquers").

Villanova College prides itself on being an equal opportunity and family-friendly workplace. The College employs over 250 staff across a variety of areas and all staff play a valuable role in supporting the College in making a difference in each young man's life.

Our goal is to facilitate a supportive and collegial work environment to assist staff to produce exceptional outcomes for the young men and for their own professional development and job satisfaction. The College offers a variety of different benefits to staff, including opportunities for professional development, career

progression and a wellbeing program. A distinct feature of our Augustinian values is the strong sense of welcome and community that unites staff, parents and students. We treasure open, friendly, and caring relationships between teachers, staff and students, and welcome people of all faiths and denominations to share our story of hope as we strive for excellence in boys' education.

Responsibilities

- Support the college with repairs, preventative maintenance and refurbishments as needed.
- General grounds and buildings upkeep such as:
 - o painting of facilities and amenities
 - o pressure cleaning of buildings, equipment and walkways
 - o ensuring gutters are cleared
- Relocate and transport items between buildings, Villanova Park and Villanova College facilities.
- Provide general landscaping support, including trimming lawns, shrubbery, and clearing rubbish/debris, maintain the college garden to high standards and prepare ovals and fields for student activities.
- Provide building and classroom upkeep, general hand duties with fixtures, tool and equipment maintenance and general repairs.
- Assist with set up and pack up before and after college events and functions, in collaboration with the Head Grounds or Facilities Manager.
- Assist members of the Villanova College grounds staff as and when requested by the Head Grounds, Facilities Manager or Business Manager.
- Conduct periodic building/safety inspections and prepare reports as required.
- Oversee and monitor the inventory of essential plant and equipment and maintain an up-to-date equipment asset register.
- Maintain and update computerised maintenance systems and registers as required.

Role Requirements/Key Criteria

1. Experience working within grounds maintenance and facilities teams, preferably in a school or non-profit environment.
2. Demonstrated organisational and time management skills together with resourcefulness and initiative to manage multiple priorities and projects whilst meeting deadlines.
3. Practical skills and knowledge in various areas of maintenance, such as plumbing, electrical systems, carpentry, or landscaping. Certifications or qualifications in these areas whilst not essential, would be advantageous.
4. Ability to identify, analyse, and effectively solve problems that may arise in the course of their duties, ensuring minimal disruption to the College campus environment.
5. Excellent interpersonal skills to work effectively within a team and communicate with a diverse range of people, including staff, students, and external contractors. This includes the ability to give and receive feedback constructively and effectively manage conflicts.

Additional Essential Requirements

- Applicants must hold a Current and valid Blue Card (Working with Children Check).
- Applicants must hold a current and valid Queensland Driver's licence.



- Commitment to the Catholic and Augustinian ethos of the College.

Application Process

To apply for this role, please submit your application via Seek. Please note that applications will be progressed as received and referees will be sought from candidates following the interview process.

For further information or for a confidential discussion please contact Human Resources on (07) 3394 5511. We respectfully advise that no agency applications will be considered at this time.

Additional Information

Villanova College is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.

At all times, the Sports Canteen Convenor must act in accordance with Villanova College Student Protection Policy and other Villanova Policies and Procedures. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

This position carries no inherent delegated authority regarding expenditure of funds or supervision of other position holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

Terms and Conditions of employment are as per the [Catholic Employing Authorities Single Enterprise Collective Agreement Religious Institute Schools of Queensland 2023-2026](#).

Please note: This job description is a guide to the nature of the work required of the prospective employee and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that may inevitably be required in the future. Villanova College will engage in consultation to align any required change with both the employee's and the company's goals.

Villanova College acknowledges the traditional owners and custodians of the land on which we work and study, the Yuggera and Turrbal peoples and their living culture. We pay our respects to them and their Elders, past and present, for their care of the land and waterways, and pay tribute to the unique role they play in the life of this region. Villanova College has always been, and always will be, a place of teaching and learning connected to Country, culture and community.