



## DUTY STATEMENT

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Position	Groundsperson
Reports to	Property Manager
Type	Full-time; 7.00am to 3.00pm, Monday to Friday
Classification	Building and Maintenance Employee Level 3; Independent Schools ACT (Support and Operational Staff) Multi-Enterprise Agreement 2017
Last updated	May 2019

### DUTIES

*It is the nature of the work at Canberra Girls Grammar School that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in the job description.*

- maintain safe work environment in accordance with the Work Health and Safety Act;
- maintain effective communication with all members of staff, students, parents and suppliers;
- general grounds and garden maintenance;
- general building maintenance when required;
- setting up for functions and events;
- move furniture as required;
- clean and maintain work machinery;
- minor plumbing and irrigation maintenance;
- assist other workers;
- participate in annual Professional Development Review; and
- any other duties as required by the Principal.

### ESSENTIAL SKILLS/ EXPERIENCE

- full driver licence essential;
- light rigid driver licence essential; and
- demonstrated ability to work as part of a team.