Role Description

Grounds and Facilities Coordinator

Job Ad Reference
Job Evaluation No. 13425
TRIM No. 09/202321

State School/State High School or other education institution
Various Regions
Education Queensland Division

Location
Various locations throughout the State

Classification
OO3 QLD Public Servants Award 2012
38 hour week (per Schedule 4 Section 1)

Job Type
Permanent / Temporary / Full-time / Part-time

Salary Range
per annum
Plus superannuation contributions of up to 12.75% of your annual salary.

Contact Officer

Contact Telephone

Closing Date

Your employer

The Department of Education, Training and Employment (DETE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world-class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state’s employment, skills and economic priorities. DETE is a diverse organisation with the largest workforce in the state. We provide services through four broad service delivery areas:

- Education Queensland Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
- Skills Reform, Training and Employment Division works to meet the current and future needs of industry through building a world class training and skilling system to enhance the skills of Queenslanders and optimise employment opportunities through the regulation of the state’s apprenticeship and traineeship system, strategic investment in training and skills, and the provision of whole of government leadership on employment and labour market issues.
- Policy and Programs Division leads early childhood development, and education, tertiary education and training and Indigenous policy, regulates the provision of childcare services and Home Education, supports the Australian Music Examinations Board and the Non-State School Accreditation Board, and provides grants to childcare service providers and non-state schooling sectors.
- TAFE Queensland Division is the largest provider of practical, relevant and quality vocational education and training in Queensland. The TAFE system supports the development of a highly skilled and flexible workforce to ensure Queensland’s continuing growth and prosperity.

Education Queensland is responsible for ensuring that every day, in every lesson, every student in state schooling is learning and achieving within a safe, supportive, inclusive and disciplined learning environment and supported by strong governance and efficient business operations. Education Queensland provides support for high quality projects and processes to support schools to be united in their pursuit of excellence.
Education Queensland develops the strategic direction for state schools, supported by policies ensuring that there is alignment between these and the implementation in regions and schools. Education Queensland facilitates principal and teacher capability development through the development of resources, delivering professional development and setting standards through teaching and learning audits.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at www.dete.qld.gov.au

Your opportunity
As the Grounds and Facilities Coordinator you will:

- Identify, prioritise and implement a range of facilities, grounds care maintenance and enhancement activities in support of the school principal and Business Services Manager to ensure that school grounds and facilities are maintained to a high standard.
- Provide operational advice to the school principal and the Business Services Manager on a diverse range of facility management issues.
- Provide operational support to the school on a diverse range of grounds management issues, including the analysis of requirements, identification of solutions, planning and coordination of cost effective grounds renewal projects.

The Grounds and Facilities Coordinator reports directly to the school principal or their nominated delegate. Externally, the position may have contact with a number of people/organizations including business houses, personnel from other schools, QBuild, Division of Workplace Health and Safety, Regions and tradespersons effecting repairs to school facilities or inspecting jobs for quoting.

Your role
You will have responsibility for leading the following activities and delivery of the following key tasks:

The Grounds and Facilities Coordinator will not be required to perform any task that would normally require the services of a qualified tradesperson. The duties of a Grounds and Facilities Coordinator may include a mix of any of the following activities:

General:
- Involvement in strategic planning to achieve savings in the areas of utilities and maintenance budgets including provision of advice on these issues as required.
- Provide operational support to ensure compliance with State Government and departmental legislation, guidelines, procedures and standards with respect to facilities planning and operational management.
- Attend after hour call outs to break and enter situations, security system faults, cold room malfunctions and other issues requiring immediate out of school hours attention.
- Ensure electrical checks, carpet cleaning, pest control and other such regular maintenance tasks are performed as required by departmental policy and procedures.
- Obtain quotes and purchase equipment abiding by departmental purchasing policy guidelines.
Cleaning:
It should be noted that:
  o cleaning staff are allocated time to undertake cleaning around main building areas.
  o cleaning duties will only form a minor part of the duties of this position.
- Assist with the collection of waste, food and paper within the parameters of the school grounds as agreed by the relevant staff, Business Services Manager and/or school principal.
- Undertake cleaning duties that, for various reasons such as health and hygiene, require immediate action and cleaning staff are not rostered on duty when such duties are required.
- Coordinate removal and/or disposal of rubbish as required.

Recording:
- Undertake general store duties including receipting, opening up, checking, storing and distributing school supplies and stocks with reference to relevant database.
- Maintain the school key register.
- Undertake stocktaking and recording/engraving of school equipment/furniture etc. using the Edquip System.

Maintenance:
- Maintain a database on periodic maintenance issues, as well as ongoing repairs to such areas as facilities, equipment and grounds.
- Plan and carry out regular care of grounds and facilities.
- Plan and implement ground improvement and enhancement activities.
- Conduct regular facilities audits.
- Prepare and maintain school facilities including all outdoor and indoor venues.
- Maintain grounds and facilities equipment, for example, irrigation systems.
- Monitor and maintain tools and equipment.

Security (Facilities):
- Use and maintain the school’s security systems and train staff in its effective use.
- Bank school funds.
- Deliver and collect mail, parcels and documents.
- Ensure all buildings are secure and maintained to prevent unwanted access.

Liaison:
- Supervise schools officers, volunteers, community service workers, work experience students and trainees, providing guidance to achieve the best possible outcomes for the day to day running of the school grounds and facilities.
- Prepare and implement grounds and janitorial budget action plan.
- Communicate, negotiate and liaise with a wide range of personnel, students and external contractors in relation to damage to facilities, lost property and repair and maintenance to the school.

Knowledge:
- Knowledge of or the ability to acquire knowledge of relevant computer programs and systems.
- Awareness of Occupational, Health and Safety (OH&S) guidelines and procedures in regard to government facilities.
**How you will be assessed**

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. **Supports strategic direction**
   
   Demonstrated ability to apply Workplace Health and Safety standards especially on the use, application and storage of Petrol, LP Gas, Insecticides, Herbicides, Fertilizers and cleaning chemicals and the knowledge of other legislation relevant to the undertaking of the Grounds and Facilities Coordinator's role.

2. **Achieves results**
   
   Demonstrated initiative and ability to work with limited supervision in order to implement operational management and planning of grounds care and facility services relevant to the operations of a school.

3. **Supports productive working relationships**
   
   Actively listens to colleagues and clients and reports their needs and concerns to relevant officers in the school, region and Infrastructure Services Branch.

4. **Displays personal drive and integrity**
   
   Understanding of the systems and processes required to effect repairs to school buildings and facilities including, where appropriate, alarm systems and ability to undertake action to respond to issues as they arise.

5. **Communicates with influence**
   
   Demonstrated communication and interpersonal skills including:
   - participative decision making skills
   - written skills including the ability to prepare site plans, quotes, proposals and reports.

   Liaising and establishing good working relationships with departmental staff and outside providers and contractors.

**Additional information**

- The *Commission for Children and Young People and Child Guardian Act 2000* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People and Child Guardian at the following internet address: [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au/) or on the Commission's website at: [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au/)

- Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Commission for Children and Young People and Child Guardian.

- A serious discipline history check may be initiated on the successful applicant.

- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.

- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.

- You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.

- Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.

- You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.

- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department's *Standard of Practice* and agree to align their professional conduct to these obligations.
• All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources). Staff must undertake these tasks in accordance with the department’s information management policies and procedures (for example recordkeeping, privacy, security and email usage).

• You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.

• All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit www.psc.qld.gov.au

• Additional information is available online at: www.smartjobs.qld.gov.au