

## Position Description – Grounds Maintenance Officer (Gardener)

### Core Detail

<b>Title</b>	Grounds Maintenance Officer (Gardener)
<b>Role</b>	To perform all aspects of garden and grounds maintenance (excluding contracted lawn mowing and hedging services) of the retirement community under the direction of the Village Manager. In addition the role may be required to provide relief/assistance with performance of maintenance duties as requested by the Village Manager (e.g, during periods of leave).

### Position Parameters

<b>Employment</b>	Full Time
<b>Reporting to</b>	Village Manager
<b>Salary and Conditions</b>	Aged Care Award 2010
<b>Location</b>	TriCare Retirement Community

### Detailed Description of the Position

<b>Garden Maintenance</b>	<p>The garden and grounds maintenance tasks will vary depending on nature of works performed by a Contractor. Garden and grounds maintenance tasks will be in accordance with retirement community requirements and programs as set in consultation with the Village Manager/Operations. Task may include however not limited to:</p> <ul style="list-style-type: none"><li>• Aspects of both major and minor gardening tasks throughout the retirement community, including pruning of shrubs, hedges, trees, control and spraying of weeds, fertilising and mulching to accepted horticultural industry standards.</li><li>• Ensure that plants are trimmed from pathways or roads to eliminate physical or visual hazards for pedestrians and vehicles.</li><li>• Maintain pathways and outdoor utility and recreation areas free from weeds and plant debris.</li><li>• Ensure landscape areas are not overgrown, nor requiring infill planting to maintain an accepted visual standard.</li><li>• Undertaking pest and disease control through spraying and pruning methods.</li><li>• Removal of spent or dying plants before they become unsightly and replacing with new.</li></ul>
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	<ul style="list-style-type: none"> <li>• Undertake or otherwise advise on resident requests or reports of gardening works requiring attention.</li> <li>• Garden refurbishment/re-landscaping as required by Village Manager, including gardens where a unit has been vacated.</li> <li>• Removal of garden and other waste from site or to waste skip.</li> <li>• Monitor and report on condition of trees and infrastructure. Report any damaged infrastructure either identified during or as a result of undertaking grounds works.</li> <li>• Pool testing and maintenance.</li> <li>• Identify and report on any trip hazards on pathways and lawn areas. Undertake minor paving repairs.</li> <li>• Repair and/or install garden edging and minor hard landscapes.</li> <li>• Maintain irrigation systems (if applicable).</li> <li>• Maintain the gardens at vacant units.</li> </ul>
<b>Maintenance Tasks</b>	<ul style="list-style-type: none"> <li>• Ensure all gardening plant and equipment is safe, in optimum condition and continually maintained and operating according to the manufacturer's requirements including arranging external servicing. Ensure that all malfunctions and disrepair are reported to the Village Manager immediately.</li> <li>• Undertake the maintenance and cleaning of any vehicles, buggies and trailers utilised to undertake the grounds maintenance tasks.</li> <li>• Undertake routine preventative maintenance and respond to reactive maintenance requirements including minor unit and common area maintenance in the absence of the Maintenance Officer. Assist the Maintenance Officer if required when a 2 person task is to be undertaken.</li> </ul>
<b>Emergency Response</b>	<ul style="list-style-type: none"> <li>• Ensure the expedient and efficient co-ordination of solutions to emergency situations which may arise in accordance with TriCare Emergency Response Procedures.</li> <li>• Ensure all emergencies, incidents and accidents are reported.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Assist with the planning and scheduling of works and routine programs.</li> <li>• Ensure that all works are completed within agreed timeframes as set in consultation with Village Manager.</li> </ul>

- Ensure all works are carried out in accordance with safe work methods to ensure personal safety and safety of other users within the retirement community.
- Ensure that work areas are left in a safe, functional, clean and tidy condition.
- Ensure minimum disruption to the retirement community users.
- Ensure the correct and safe use of resources including consumables and equipment.
- Observation of discretion, privacy and honesty at all times. Ensure that confidential information is handled in accordance with TriCare policies including reporting items of concern to the Village Manager.
- Participate in maintaining TriCare's security procedures.
- Participate positively and pro-actively in team environment including participation in team meetings, promote and implement team decisions and take initiative to assist others in the team.
- Participate in ongoing training and development.

### Skills and Knowledge

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- Knowledge of plant species, and their growth and characteristics.
- Knowledge of fertilisers and poisons, safe handling and usage.
- Understanding applicable WH&S requirements.
- Understanding workings of equipment motors and machinery, and ability to carry out minor maintenance.
- General "hands on" light maintenance experience and abilities.

### Personal/Other Attributes

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- Commitment to high standards and attention to detail.
- Ability to participate actively within a team.
- Empathy in all dealings with residents, relatives and visitors.
- Ability to undertake work with limited supervision be self-motivated and demonstrate a flexible, adaptable attitude to achieve operational requirements.
- Able to accept accountability and responsibility.

## Experience

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- Must hold & maintain current First Aid and CPR Certificates.
- Proven “hands-on” interaction experience in service based industry (preferably the aged).
- Minimum of 5 years previous experience in horticultural maintenance.
- Formal Trade Qualifications or practical work experience.

## Work Health and Safety

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The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare’s Risk Management (RM) standards.

## Performance Measures

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Performance Appraisal/Quality Performance Improvement Review (QPIR).