



## Senior Gardener/Handyperson Schools

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Government Services (Miscellaneous) General Agreement 2019</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Manager Corporate Services
<b>Direct reports</b>	Assistant Gardener/Handyperson (Level 1)

### Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

For further information about the Department, please visit: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- School grounds (including turf areas, garden beds, shrubs and trees) are maintained and presented in a safe and tidy state as far as conditions allow, providing students and staff with a safe external learning environment.
- Maintain a suitable growing environment for soft landscaping including gardens, lawns and broader turf management.
- Maintain hard landscaping such as courts and paving.
- Mark formal and informal sports areas as required.
- Perform minor repairs and maintenance in accordance with the Department's policies and guidelines.
- Maintain gardening facilities and equipment tools and machinery to a neat, clean and serviceable condition.
- Report faults as practicable.
- Assist the Manager Corporate Services with the development of safe work procedures and undertake risk assessments as required.
- Perform tasks and duties using safe work practices, including following Safety Data Sheet guidelines, in a timely manner with minimal disruption to students and staff.
- Manage hazardous substances in accordance with Occupational Safety and Health (OSH) legislation, including maintaining Safety Data records as required.
- Maintain tools and horticultural equipment in a serviceable condition including organisation of regular servicing, testing and repair.

- Provide advice and support to the Manager Corporate Services on school grounds maintenance that is current, relevant and consistent with the Department's policies and procedures on school grounds maintenance.
- Effective communication and good working relationships are established with the wider school community.
- Supervise tasks performed by the Assistant Gardener/Handyperson/s.
- Monitor and manage staff leave entitlements in consultation with Manager Corporate Services.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy, in consultation with Manager Corporates Services.
- Arm and disarm security systems as required.

### **Selection criteria**

1. Demonstrated good communication and interpersonal skills.
2. Demonstrated experience in maintaining grounds and gardens, including turf management.
3. Demonstrated experience in servicing horticultural/gardening equipment and performing minor repairs and maintenance tasks.
4. Demonstrated knowledge of gardening methods and procedures, including the safe use and storage of gardening equipment, materials and chemicals.
5. Demonstrated experience in coordinating and supervising staff.

### **Eligibility and training requirements**

Employees will be required to:

- complete introductory School Gardener training within 3 months of commencement in metropolitan areas or as soon as practicable for regional areas
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date           15 January 2020  
Reference    D19/0392317