



POSITION DESCRIPTION

Grounds Coordinator

Reports to: Facilities Manager

Classification: PACCT 4

Department: Operations

Location: Mildura

Primary objectives

- Plan, develop and implement landscaping upgrades to constantly improve the appeal of the gardens and grounds.
- Work closely with the Facilities manager to develop and monitor a gardening/grounds work plan that considers campus zones, time spent there by users takes into account the needs of the organisation in terms of planning activities around classes, student breaks etc.
- Undertake a safe, effective and efficient garden and equipment maintenance and improvement program including reticulation, recycling and rubbish removal.

Position summary

Operating under the general direction of the Facilities Manager the Grounds Coordinator is required to lead the maintenance and improvement of gardens and grounds at SuniTAFE's Mildura Campus and Farm. Duties include creating and implementing a garden maintenance program and designing and implementing landscape upgrades in keeping with the overall grounds plan.

The Grounds Coordinator develops new areas of the Institute's grounds in keeping with the overall grounds plan, assisting and suggesting alterations and improvements to the Institute grounds and surrounding areas.

This position is also responsible for the control and maintenance of SuniTAFE's landscaping and gardening equipment. This includes ensuring the maintenance, operational safety and security of equipment and the safety and security of workshop and storage facilities.

The Grounds Coordinator provides daily supervision to the Parks and Gardens Trainee and also provides guidance and oversight to contractors.

The position will primarily be located at the Mildura Campus servicing various sites including Student Residences, Child Care Centre, and Farms, but may on occasion be required at the Swan Hill campus.

Key responsibilities

Using specialist knowledge of landscaping maintains and enhances SuniTAFE gardens and grounds ensuring they are kept in optimum condition and maintained within budgetary constraints.

- Plan, develop and implement landscaping upgrades to constantly improve the appeal of the gardens and grounds.
- Work closely with the Facilities manager to develop and monitor a gardening/grounds work plan that considers campus zones, time spent there by users takes into account the needs of the organisation in terms of planning activities around classes, student breaks etc.
- Care and maintain gardens, lawns including creating garden beds, weeding, planting, pruning, mowing, whipper snipping lawns, reticulation maintenance and water when appropriate.
- Review and adjust timing of tasks in relation to seasonal conditions.
- Provide daily supervision and direction to Parks and Gardens trainee.
- Determine scope of work required to be completed by external contractors in relation to landscaping or grounds keeping/maintenance activities and repairs. Engages with these contractors to organise quotes as well as ensure the proper completion of works.

Undertake a safe, effective and efficient garden and equipment maintenance and improvement program.

- Be responsible for the safe operation, maintenance and security of all grounds maintenance equipment, tools, workshop and storage facilities.
- Install and maintain garden and lawn irrigation systems and rain collection systems including the ordering of water through our supplier.
- Be responsible for the onsite day to day removal of rubbish and recycling bins.
- Undertake research in relation to the purchase of major items of equipment when required and provide recommendations to the Facilities Manager
- Undertake needs analysis regarding maintenance and improvement priorities and provide the Facilities Manager with recommendations based on organisational priorities.
- Check and clean storm water traps around the Institute in accordance with the relevant schedule.
- Perform emergency garden maintenance as required.
- Liaise with suppliers, business firms, contractors to obtain the necessary services and supplies required for the efficient running of the unit on a day to day basis.
- Place requests for purchase orders via the Facilities Manager for the procurement of goods and services.

Act in accordance with SuniTAFE values – Relationships, Integrity, Accountable and Improvement including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.

- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team-based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE's Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all times.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

- Cert III Landscaping (or Parks and Gardens) or a lesser qualification and demonstrated relevant experience.
- An Arborist qualification would be highly regarded to assist with identifying trees at risk and require extra care.
- Demonstrated ability to independently plan and prioritise workloads across multiple sites and/or locations.
- Excellent verbal and written communication
- Demonstrated ability to maintain gardens and landscapes on a large scale
- Demonstrated ability to effectively maintain gardening plant & equipment
- Demonstrated ability to install and maintain landscaping irrigation.
- Experience in overseeing and/or training staff in a grounds keeping capacity.
- A valid Drivers Licence
- Construction White Card or willingness to obtain.
- Forklift Licence or willingness to obtain.

Organisational relationships

Subordinates	Key Relationships	
Trainee	Internal	External
	<ul style="list-style-type: none"> Buildings & Properties staff 	<ul style="list-style-type: none"> Contractors

Organisational environment

SuniTAFE is an award-winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Key selection criteria

- Cert III Landscaping or Parks and Gardens (or Parks and Gardens) and relevant experience or a lesser qualification and significant relevant experience.
- An Arborist qualification is highly regarded but not essential.
- Demonstrated ability to maintain gardens, landscapes and associated plant and equipment on a large scale.
- Demonstrated ability to independently plan and prioritise workloads across multiple sites and/or locations.
- Demonstrated experience in overseeing and training grounds keeping staff.
- Excellent verbal and written communication
- Construction White Card and Forklift Licence or willingness to obtain.
- A valid Driver's Licence

The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old*
- *A working with children check; and*
- *A COVID-19 digital vaccination certificate indicating at least two vaccinations.*

Additional Information

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.

Grounds Coordinator



- Position, requirements, classification skill level required and conditions in accordance with Sunraysia Institute of TAFE (PACCT) Enterprise Agreement 2021.

Recommended	Approved	Acknowledged
Shauna Picken Manager, HR Services	David Harris GM, Operations	[name] Incumbent
Date: February 2024		