



**Job Description for the position of  
Grounds person**

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| Hours:           | Full-time Permanent hours negotiable   |
| Remuneration:    | School Caretakers', Cleaners', Canteen and Ground Staff Collective Agreement |
| Reporting lines: | Property Manager<br>Associate Principal Property<br>Principal                |

The Employer and the Employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of Rangitoto College.

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The primary purpose of this position is to provide high-quality care and management of our sports fields at Rangitoto College. Additionally, this position has the element of supporting property maintenance. All work is carried out with due regard to good trade practice and current legislative requirements taken into consideration with minimal disruption to staff and students.

**Prime Responsibilities / Key Tasks**

**Field Management**

- Mowing
- Spraying
- Marking
- Planned maintenance
- Maintaining field equipment

**Property Maintenance Support**

- To assist other members of the Property Team with planned maintenance as scheduled by the Property Manager.
- Provide assistance to Trade staff where necessary
- Report any maintenance requiring a contractor to the Property Manager
- Comply with all Health and Safety requirements.

**Experience/Qualifications**

- Knowledge of field management and spray certification
- Experience in using and maintaining commercial mowing machinery
- Experience with chainsaw is also advantageous
- Being mechanically minded with a knowledge of general maintenance
- Knowledge in the use of power tools and equipment
- Knowledge of Health and Safety requirements, in a workshop and the use of outdoor machinery, as outlined by the Department of Labour

**Personal Attributes.** The position requires the application of the following personal attributes:

- Friendly, reliable, patient, and professional
- Team-orientated, able to multi-task and have a good sense of humour
- The ability to work without supervision and actively participate as a member of a team
- Have initiative and take responsibility
- Accuracy and attention to detail
- A willingness to learn

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Grounds person (NAME)

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Date

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Director of Human Resources (Pam Watson)

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Date