



Scouts
NSW

Scouts NSW

Position Description

Grounds and Maintenance

Purpose of the position

The Grounds and Maintenance position is a key member of the Baden Powell Activity Centre (BPAC) team, responsible for ensuring buildings, facilities and grounds are consistently maintained to an excellent and professional standard for visitors and users to enjoy.

The Grounds and Maintenance role will assist the Centre Manager with compliance and risk management, along with supporting team members when needed in housekeeping and catering.

The Grounds and Maintenance role will support the work and strategic plan of Scouts NSW, with regular interaction with uniformed members, supporters, visitors as well as State Service Centre Staff, as they undertake their duties.

Reporting and Tenure

Direct Reporting Line

The Grounds and Maintenance role reports to and works with the Centre Manager for Baden Powell Activity Centre.

Matrix Working Relationship Lines

Includes: Baden Powell Activity Centre guests, including school groups, community groups, other customers, Scouting groups, BPAC Activity Instructors, Centre Manger(s), Administration staff, Maintenance Manager, Caretaker, cleaning staff, catering staff, BPAC Ranger teams and other Scouts NSW volunteers, service suppliers (activities and elements specialists) and the Commercial Manager.

Tenure

This role is a casual position which may include work hours across evenings and weekends (outside standard office hours) and will primarily be positioned at Baden Powell Activity Centre. This position may be required to work across the Scouts NSW sites including Cataract Activity Centre (Appin), State Service Centre (Homebush) and other locations as required.



Responsibilities and duties

While carrying out the responsibilities of the role, the Grounds and Maintenance role will always uphold the purpose, principles, and values of Scouts Australia NSW, will adhere to the National and State policies and will behave in accordance with the Scout Law and Promise.

The Grounds and Maintenance role has specific Key Responsibility Areas which are set out as follows:

Key Responsibility Area 1: Maintenance

- Regularly mow and trim lawns and edges;
- Clear debris from paths, grassed areas, flowerbeds and entrances;
- Weed, feed and water gardens;
- Ensure drains are clear to prevent flooding over paths and roads;
- Report any damage to the Centre Manager;
- Instruct users of the grounds not to damage trees or plant life or harass animal life;
- Keep surfaces free of weeds and moss
- Clean and maintain filters and guttering
- Ensure outdoor areas are litter free – recycle where appropriate
- Change lamps, fuses, tap washers and attend to other minor handyman duties as directed by the Centre Manager.

Key Responsibility Area 2: Cleaning

- To ensure all buildings being used by visiting customers are cleaned prior to and after use;
- Assist in the washing and drying of linen as required;
- Maintain the cleaners storage area, vehicle and work spaces in a clean and tidy condition;
- Ensure appliances are clean and in working order
- To use cleaning products provided safely and in accordance with manufacturers instructions;
- Carry out other duties related to the cleanliness and presentation of the centre as required.

Key Responsibility Area 3: Security

- Maintain the security of the grounds by ensuring gates on the perimeter are closed and locked;
- Check for hazards and any damage or impact on building facilities;
- From time to time, inspect and adjust security systems, equipment and machinery to ensure operational use;
- Regularly inspect the perimeter of the grounds for any breaches to security;
- Notify the Centre Manager or Police of any breaches, theft and/or damage to the grounds;
- Ensure that buildings (doors, windows and gates) are locked and secure when not in use;
- Ensure grounds are safe at all times and report any risks to the Centre Manager;
- Ensure lights, air-conditioning and electrical sockets are switched off when not in use.



Qualifications

Essential

Higher School Certificate or equivalent

Valid Working with Children Check

National Police Check Current

Drivers Licence (manual)

Required Work Experience and Skill

The Grounds and Maintenance role, as with every member of the State Service Centre team, must have a proven capacity to deliver outcomes and be a self-starter with capacity to work without close supervision.

- Landscaping / grounds maintenance experience and skills (preferably in a bush environment)
- Ability to perform small carpentry and internal/external repairs
- Ability to work under pressure and prioritise tasks
- Available to work a flexible roster which will include working weekends.
- Computer literacy and ability to navigate and use the Microsoft Office suite including word processing, spreadsheet and presentation software and applications.

Core Competencies Required

The Grounds and Maintenance role will be required to meet the following competencies:

Knowledge and Experience

- A passion for outdoor education and providing outstanding customer experiences.
- Strong customer service ethic.
- A team player with strong team-building, motivational and facilitation skills.
- Demonstrate strong sense of initiative, tact, and maturity.
- Exceptional interpersonal communication skills, including the ability to create strong relationships with staff and clients.
- Highly organised with the ability to multitask and meet strict deadlines.
- Excellent time management and ability to plan.
- Thorough, with ability to maintain excellent attention to detail whilst working under pressure.
- Able to work independently, autonomously and with limited supervision.



- A solutions-based mindset.
- Exceptional written communication and presentation skills.

Acknowledgement and Agreement

Acknowledgement

I, _____ (employee name), understand the above job requirements, and that my fulfillment of these will form the primary basis of my performance reviews.

Employee Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____

Commercial Manager Signature: _____ Date: _____

The Grounds and Maintenance role is required to hold a current Working with Children Check clearance, a National Police Check and have undergone a background check.

