

# Grounds and Maintenance Manager

<b>Classification:</b>	Education Support Officer, Category A Level dependent on experience
<b>Commencement:</b>	January 2026
<b>Employment status:</b>	Ongoing Full time 8.15am to 4.15pm
<b>Reports to:</b>	Principal, through the Operations Leader
<b>Employment Terms:</b>	Employment is in accordance with terms and conditions as outlined in the Victorian Catholic Education Multi-Employer Agreement (CEMEA 2022)

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## Mercy College

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Mercy College is a Catholic Secondary Girls' College with a proud and rich history of education in the local Coburg area and surrounding suburbs.

Guided by the Mercy values of Compassion, Excellence, Hospitality and Justice, we pride ourselves on fostering a community which empowers each student to be inquisitive, courageous and persistent. We respect, value and celebrate each student's unique gifts and all they bring to our community.

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## Position Summary

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The Grounds and Maintenance Manager is responsible for the effective management, maintenance, and development of the College's buildings, grounds, facilities, and assets. The role ensures the provision of a safe, attractive, clean, compliant, and functional environment that supports learning, teaching, and community use, while aligning with the Catholic ethos, Vision, Mission, and Values of the College. This position undertakes a broad range of manual, operational, and administrative duties to support the smooth functioning of the College and its ability to achieve its educational outcomes.

The Grounds and Maintenance Manager works collaboratively with College staff and contractors to deliver both proactive and reactive maintenance services. The role is responsible for ensuring all buildings, facilities, and grounds are repaired, maintained, and improved to remain fit for purpose at all times.

In addition, the Grounds and Maintenance Manager provides strategic advice and support to the Principal on matters relating to school maintenance, capital improvements, and the ongoing development of facilities and grounds. The role includes the supervision of the Maintenance Officer and responsibility for the continuous review, update, and improvement of local systems, processes, and practices.

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## Child Safety

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Mercy College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

## Essential Duties and Responsibilities

### Facility and Grounds Maintenance

- Perform maintenance and grounds duties with minimal disruption to College operations, ensuring a safe, attractive, clean, and healthy environment for students, staff, and the wider community.
- Provide leadership, direction, and supervision to the Maintenance Officer, including planning, prioritising, and allocating daily and longer-term tasks.
- Maintain the College maintenance plan, prioritising works, and allocating tasks to the Maintenance Officer or contractors in consultation with the Principal.
- Proactively identify maintenance and grounds issues through regular inspections, determining whether issues can be rectified in-house or require external contractors.
- Undertake hands-on maintenance and grounds work where appropriate, particularly for urgent, specialised, or higher-risk tasks, and to support the Maintenance Officer during peak periods.
- Ensure routine, cyclical, and preventative maintenance tasks are planned, scheduled, and completed in line with the College's maintenance program.
- Monitor the quality, safety, and timeliness of maintenance and grounds work undertaken by the Maintenance Officer and contractors.
- Coordinate the engagement, induction, scheduling, and supervision of contractors and service providers, ensuring compliance with College policies and work, health and safety requirements.
- Conduct regular audits and performance reviews of contractors and service providers, addressing any service shortfalls.
- Develop, document, and implement proactive maintenance programs to reduce reactive maintenance demands and unplanned downtime.
- Participate in the preparation of specifications, documentation, and tenders for maintenance and service contracts, and assist in contract evaluation.
- Oversee the delivery, performance, and quality of allocated service contracts.
- Plan and oversee grounds maintenance activities, including garden bed preparation, planting, mulching, watering (in accordance with Government regulations), weeding, mowing, and edge trimming.
- Undertake and/or coordinate the removal of fallen or damaged tree limbs to ensure the safety of the College community.
- Ensure rubbish is removed from College grounds and that bins are cleaned and pressure washed on a regular basis.
- Ensure roof guttering, drains, and pits are regularly inspected and kept clear of debris and blockages.
- Oversee and, where required, assist with the maintenance and refurbishment of buildings, grounds, services, machinery, and plant.
- Ensure fire protection systems, physical security systems, and Essential Safety Measures are inspected, maintained, and compliant.
- Conduct or arrange Essential Services inspections and coordinate servicing, repairs, and maintenance as required.
- Coordinate and supervise the cleaning contractors, in conjunction with the Operations Manager, including arranging and overseeing special or term-break cleaning programs.

### Compliance

- Work collaboratively with the Operations Leader to ensure College buildings, grounds, and facilities comply with VRQA Minimum Standards and Requirements for School Registration.
- Ensure compliance with the MACS Maintenance and Asset Management Policy, Building Compliance and Essential Safety Measures Policy, and the School Maintenance Plan.
- Maintain accurate records, registers, and documentation relating to maintenance activities, asset management, contractor engagement, and compliance requirements.
- Monitor legislative, regulatory, and policy changes relevant to facilities, maintenance, and grounds management and implement required actions.

### School Support

- Liaise with the College Operations Leader, Leadership Team members, and staff regarding logistical requirements for College events and activities.
- Ensure event requirements are accurately documented in College calendars, work schedules, and maintenance plans.
- Coordinate and assist with the setup and pack up of facilities for regular College functions, including examinations, performances, and sporting events.
- Assist with the coordination, setup, and pack up of major College events.
- Manage, maintain, and prepare College equipment required for events and operational use.
- Manage the daily distribution of deliveries from Reception and other delivery points as required.

### Occupational Health and Safety

- Work effectively with the Operations Leader and OHS Committee to ensure work, health and safety requirements relevant to property, cleaning, and maintenance are implemented and maintained.
- Ensure a safe working environment for the Maintenance Officer, cleaning staff, contractors, and other workers in accordance with current legislation, Australian Standards, and College policies.
- Identify, report, and immediately stop any unsafe equipment, environment, or work practice.
- Ensure all tools, equipment and machinery are operated and maintained in a safe and serviceable condition.
- Participate in hazard identification, risk assessments, incident investigations, and corrective actions as required.

### Financial and Administrative Management

- Source quotations, raise purchase orders, and process invoices in accordance with College procedures.
- Procure furniture, fittings, materials, equipment, machinery, and tools required for the effective operation of the College.
- Plan, document, and administer minor works and maintenance contracts, ensuring quality control and value for money.
- Assist in the evaluation of tender submissions and development of recommendations for approval by the Principal.
- Maintain digital asset registers, maintenance schedules, and compliance records.
- Prepare and submit regular reports outlining completed works, upcoming priorities, and planned maintenance activities.

### General accountabilities for all staff

- Contribute to a healthy and safe work environment for self and others by complying with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting, anaphylaxis training and working with children check.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Attend all relevant school activities and meetings as well as professional learning opportunities. .
- Demonstrate professional and collegiate relationships with colleagues.

### Reporting Relationships

Position Reports to: Principal through the Operations Leader

Other Key Contacts: Senior College Leadership Team  
College Staff  
Melbourne Archdiocese Catholic Schools (MACS) networks  
External Contractors

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## Selection Criteria

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1. Demonstrated experience in facilities, grounds, or maintenance management, including both hands-on maintenance work and the coordination of maintenance activities within a complex operational environment such as a school or similar organisation.
2. Relevant trade qualification, technical training, or equivalent practical experience in building, maintenance, or grounds management.
3. Proven ability to supervise, direct, and support staff, including allocating work, monitoring performance, and balancing operational involvement with administrative oversight.
4. Experience engaging, supervising, and auditing contractors and service providers, including assisting with specifications, tenders, and service contracts.
5. Sound knowledge of Workplace Health and Safety legislation, Essential Safety Measures, and building compliance requirements, with the ability to implement safe systems of work.
6. Strong organisational and administrative skills, including maintaining maintenance registers, asset records, compliance documentation, and using digital systems for scheduling and reporting.
7. Well-developed communication and interpersonal skills, with the ability to work collaboratively with leadership, staff, contractors, and the wider school community.
8. Demonstrated understanding of, and commitment to, Child Safe Standards and a willingness to support the Catholic ethos, values, and mission of the College.

*This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.*