



Position Description

College/Division:	Facilities and Services
Faculty/School/Centre:	
Department/Unit:	Operations
Position Title:	Grounds Officer
Classification:	ANU Officer 3/4 (Grounds)
Position No:	662
Responsible to:	Manager, Landscape and Conservation
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The mission of Facilities and Services Division is to "Enable academic excellence at ANU through integrated and innovative facilities and project delivery." The three key portfolios are Corporate, Operations and Infrastructure and Planning.

The Operations portfolio has the responsibility for managing and coordinating the delivery of operational services within the Division. This includes the management of the functions of Building Operations, Building Maintenance, Landscape and Conservation, Security and Transport and Satellite Sites

The Landscape and Conservation function provides a range of grounds maintenance and landscaping services on campus, including the maintenance of landscapes, playing fields, roads and footpaths

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Grounds Officer plays a key role in the provision of landscaping and horticulture services to support the maintenance and growth of the university's landscape asset.

Role Statement:

Under the general direction of the Manager, Landscape and Conservation:

1. Monitor the health and condition of plants, lawns and garden areas and take action to ensure the highest possible standard of presentation achieved, this will include, but not be limited to, the following:
 - Preparing, planting and monitoring new and existing gardens.
 - Use horticultural techniques and/or strategies to effectively nurture plant species or plant communities such as native grasslands.
 - Formative pruning of shrubs and trees,
 - Control of garden weeds and insect pests.
 - Establishing and maintaining both dry land and irrigated grass areas.
 - Programming electronic irrigation controllers.
 - Maintain water features that include biological filters and water plants.
 - Reporting problems or hazards to the Grounds Supervisor.
2. Monitor the presentation of an area and implement tasks on a daily, weekly, fortnightly or monthly basis to ensure that an area is kept as free as possible from litter and/or organic debris. This will include the following:
 - Cleaning of grated drains and gutters.
 - Removal of gravel and other debris from hard surfaced areas after rain events.

- The removal and disposal of litter from all areas.
 - The collection and disposal of litter from all areas.
3. Monitor the condition of hard landscape features such as benches, bollards and paved areas, make repairs where possible and report hazards to the Grounds Supervisor.
 4. Mentor and train new staff in grounds maintenance operations in the ANU environment.
 5. Operate and maintain vehicles, horticultural machinery and manual equipment to a satisfactory and safe standard according to manufacturer's recommendations.
 6. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
 7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. Horticulture/Green keeping Certificate plus at least 4 years relevant experience OR an equivalent combination of education/training and extensive relevant experience.
2. Demonstrated experience in successfully maintaining lawns and gardens in a highly active urban environment.
3. Demonstrated experience working both individually and as part of a team, escalating issues when needed.
4. Proven ability to prioritise own workload, to set priorities and perform tasks within agreed timeframes.
5. Hold current certificates for chemical application and chain saw operation or willingness to undertake required training within 12 months.
6. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

ANU Officer Levels 3 and 4 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	20 July 2021
Printed Name:	Michael Kelly	Uni ID:	

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)