



(Pi) Gardener / Handyperson

Position Description

Dept/Service: (Pi)
Corporate

Version: 1.004055
Issued: 26/05/2021

Stage: Issued



Registered **NDIS** Provider

Location:

Based in Ballarat. Some travel to Melton required. Central Highlands and Western Metropolitan Regions.

Classification:

Health Professionals and Support Services Award 2020

Primary Objective:

Pinarc Disability Support provides a broad range of services across the lifespan to individuals and families. We strive to make a positive difference in people's lives by providing them with opportunities to maximise their potential.

Underpinning all customer services is an approach to service delivery that is committed to ensuring that customers, their families and carers are at the very centre of decision making in matters related to their support needs and life choices. Our commitment includes supporting and empowering Aboriginal and Torres Strait Island peoples, those from culturally and linguistically diverse backgrounds, those identifying as gay, lesbian, bisexual, transgender, intersex, and queer (GLBTIQ). We actively promote the safety of children.

The **specific objectives** for this role include; general maintenance duties of grounds and buildings including the cleaning of gutters, windows, bins, fleet vehicles and pathways across all Pinarc facilities (Ballarat & Melton).

Duties and Responsibilities:

Service Delivery

- Lawn mowing, edging, weeding and general garden maintenance including the establishment of new gardens
- General maintenance duties both inside and outdoors including the cleaning of gutters, windows, bins, and pathways
- Cleaning and maintenance of machinery and equipment, within the scope of your experience and competence
- Minor repairs to program equipment
- Cleaning of program equipment, including indoor play equipment
- Disposal of surplus/damaged equipment
- Providing maintenance/handyman support to Easy Tech Living as needed within the scope of your experience and competence
- Cleaning of fleet vehicles
- Undertaking additional duties as directed

Occupational Health and Safety

- Be aware and comply with Occupation Health and Safety systems and processes.
- Use safe manual handling principles in work undertaken for the role.
- Safe operation and storage of plant and equipment, which may include but is not limited to sprayers, mowers, and related maintenance equipment.
- Work within the organisations safety policies and procedures including the wearing and use of personal protective equipment
- Driving vehicles & trailers in accordance with organisations policies and procedures

Relationships

- Participate in team and other Pinarc meetings

- Provide an exceptional standard of customer service to both internal and external customers.
- Develop and maintain positive working relations to uphold the reputation of Pinarc with all contractors, service providers and other suppliers.
- Work collaboratively, recognising contributions from all member of the team.

Organisational

- Actively participate in organisation supervision and training requirements.
- Use organisational systems provided to support work practices, as required eg. Supportability, Outlook calendar, HR Kiosk.
- Actively participate in collaborating with the broader organisation.
- Positively represent the full range of Pinarc services to the broader community.

Qualifications:

- OH&S white card
- ChemCert AQF3 Accreditation or similar
- Infection control accreditation
 - HLTSS00064 - Infection Control Skill Set (for delivery in Disability Care/Individual Support/Aged Care sectors)

Experience:

At least two years of previous experience in a similar role.

Other Requirements:

- Victorian Employee Working With Children Check
- Current Victorian Drivers Licence
- NDIS Worker Screening Check (includes Police Check)
- Satisfactory completion of the NDIS Worker Orientation Module
- Must have a vehicle suitable for towing a trailer (Car allowance will be paid)

Key Selection Criteria:

- Demonstrated experience in operating a range of plant & equipment associated with gardening and maintenance
- Demonstrated safe manual handling knowledge, skill and experience
- Strong attention to detail demonstrating the use of initiative and proactive workplace behaviours
- Demonstrated ability to plan, priorities and carryout work schedules in a timely manner
- Well developed communication and interpersonal skills
- Able to demonstrate a can do' attitude and think creatively
- Understanding the health and safety requirements of the role

Reports To:

Facilities & Fleet Coordinator

Accountability:

Accountable to the CEO through the Facilities & Fleet Coordinator

Extent of Authority:

According to the Delegations of Authority Policy

Pinarc Disability Support Inc (Victoria) ABN 42 761 925 547

The liability of Pinarc Disability Support Inc ARBN 630 354 826 members is limited

Summary of Specific Responsibilities

Be aware of and comply with the organisations policies, procedures and other associated documentation relevant to the role.

Employee/Volunteer Statement:

I have read, understand and accept the above Position Description for (Pi) Gardener / Handyperson.

Signed: Date: ... / ... /

Name:

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