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**POSITION SPECIFICATION**

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**POSITION TITLE:** Unqualified Tradesman - Grounds

**POSITION NO.** FT 162

**RESPONSIBLE TO:** KAVHA Projects Manager

**SECTION:**

**LOCATION:** Kingston

**SALARY RANGE:** \$25,024 \$25,426 \$26,189

**HOURS OF WORK:** 75 hours per f/night **OCCUPANT:**

*Positions are subject to a 7 day spread of hours introduced as a result of the Human Resources Policy and hours in the future may be rostered dependent on customer and service level needs.*

**1.0 ESSENTIAL CRITERIA:**

**GENERIC**

- 1.1 Demonstrated ability and personal qualities to work in, and with, a small isolated community.
- 1.2 An understanding of the unique culture and heritage of the Norfolk Island community, or a capacity to acquire such knowledge quickly.
- 1.3 A demonstrated commitment to effective service delivery to the Norfolk Island community.
- 1.4 A demonstrated understanding of, and commitment to, workplace equity and occupational health and safety principles and practices.

**POSITION SPECIFIC**

- 1.5 Experience in ground and general maintenance.
- 1.6 Proven ability to effectively and efficiently carry out written and verbal instructions.
- 1.7 Proven ability to work competently as an individual &/or as part of a team.
- 1.8 Drivers licence.
- 1.9 Commitment to Occupational Health & Safety, Equal Employment Opportunity and ethical conduct requirements to maintain a safe environment for public and employees.
- 1.10 Ability to communicate with the public in a courteous manner ensuring the appropriate information is supplied and clarified if required.

**2.0 DESIRABLE CRITERIA:**

- 2.1 Current First Aid Certificate.
- 2.2 Good organisational skills using own initiative to organise physical work areas.

2.3 Ability to operate basic plant/machinery.

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**3.0 MAJOR RESPONSIBILITIES OF THE POSITION:**

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3.1 Maintain all grounds in KAVHA area to ensure presentation is at a high standard at all times.

3.2 Complete regular tasks of mowing, weeding, landscaping, minor repairs, disposal of rubbish and basic handyman duties.

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3.3 Ability to handle and use hazardous chemicals in a safe manner.

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3.4 To ensure all equipment, tools and machinery are operated, maintained and stored safely, properly and securely.

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3.5 Ability to work unsupervised.

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3.6 All accidents/incidents/injuries are reported immediately to the KAVHA Manager.

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3.7 Perform any other related duties as directed by the Project Manager.

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(Job Holder)

(Date)

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(Supervisor)

(Date)