**Position Description**

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **POSITION TITLE:** | | Maintenance Team Member (Level 1) | | | | | **DEPARTMENT:** | | GreenInc. Social Enterprises | | | | | **RESPONSIBLE TO:** | | Maintenance Supervisor | | | | | **DIRECT REPORTS:** | | Nil | | | | | **INDUSTRIAL INSTRUMENT:** | | Gardening and Landscaping Services Award | | | | | **CLASSIFICATION** | | Level 1 | | | | | **LOCATION:** | | Various Location | | | | |  | National Police Check | |  | White Card | | |  | Medical | |  | Driver’s Licence | |  |  | | | | | |

With a focus on the creation of ‘Green Spaces’, GreenInc offers services in Landscape Construction & Maintenance including establishing green environments, irrigation, planting, paving, construction, turf laying, street furniture, walkways, play spaces, decking, earthworks, excavation and retaining walls.

GreenInc is part of the Bedford Group, which grew out of Bedford's APG (Adelaide Property and Gardens) to provide a range of commercial landscape services and to provide a pathway to open employment for people with disability.

**POSITION SUMMARY**

Reporting to a maintenance supervisor, the position of maintenance team member plays a key role in the effective servicing of various ground maintenance contracts in line with customer specifications, ensuring that jobs are completed on time, to agreed specifications.

**KEY RESPONSIBILITIES**

* Provide all necessary horticultural grounds maintenance services in accordance with instructions and under direct supervision. This includes:
  + Using push mower to mow lawns
  + Using brush cutter
  + Weeding – manual weeding / spraying using a spray pack
  + Mulching of garden beds and tree bowls
  + Using a hedge trimmer
  + Dead heading and pruning
  + Raking – car parks and walkways
  + Removing litter and rubbish
* Ensure all equipment is maintained in a safe workable condition
* Provide excellent customer service to internal and external teams
* Attend and contribute to toolbox meetings as requested
* Ensure all tools and equipment are used as per Standard Operating Procedures (SOPs)
* Ensure resources and processes are available and utilised to minimise health and safety risks
* Acquire and maintain work health and safety knowledge relevant to your workplace and understand all operations and associated hazards and risks
* Follow compliance with the organisation’s policies and procedures including the Code of Conduct and Equal Employment Opportunities
* Other duties as directed by your supervisor or management

**SKILLS / ATTRIBUTES**

**Personal Attributes**

* A positive attitude and good work ethic, punctual and reliable
* Willing to do manual labour outdoors, in variable weather conditions
* Ability to work under direct supervision
* Good communication skills
* Aspire to progress and learn

**Essential Skills and Qualities**

* National Police Clearance
* Demonstrated basic knowledge of landscape or grounds maintenance (desirable)
* Current Driver’s Licence (desirable)

**CORPORATE RESPONSIBILITIES**

All staff are required to work in accordance with safety lawsand any other legislation, standards and similar that is relevant to their role, and:

* behave in a manner that is consistent with mission, vision, and values of the business
* comply with policies and procedures as amended from time to time, including the *Code of Conduct*
* participate in performance develop process as required
* participate in mandatory training as relevant to your role, and as required

**OTHER RELEVANT INFORMATION**

Greeninc is part of the Bedford group; further information about Bedford may be found [here](https://www.bedfordgroup.com.au/).

I confirm that I have read and understood the Position Description for the position.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_