

Position Description

Position title:	Grounds & Maintenance Officer	Reports to:	Manager, Campsite Operations
Program / Department:	Adventure Pathways	Primary work location/s:	Adventure Campsites
Direct reports:	N/A	Key stakeholders:	
Award:	Fitness Industry	Classification:	AP REM Framework Grade 8

Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State's most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

Our values

Integrity Ensuring personal and corporate transparency and the highest ethical standards.	Compassion Treating people and communities with empathy, dignity and fairness.	Empowerment Releasing individual strengths that promote personal and community transformation.	Innovation Fostering a culture of continuous improvement, staff engagement and improved client outcomes.
---	--	--	--

About the role

The Grounds & Maintenance Officer plays a key role in achieving Baptist Care SA, Adventure Pathways purpose of: Helping people to connect with themselves, others, God and the natural world through outdoor experiences.

The Grounds and Maintenance Officer is responsible for the maintenance of grounds, facilities and related equipment at Adventure Campsites to a high standard through completing scheduled maintenance, regular inspections and timely repairs. Able to respond effectively to all breakages, failures, interruptions and other abnormal or unexpected events that could adversely impact on the normal operations of the campsite. The role requires a practical person with a broad knowledge of handyperson skills and passion for providing a safe and enjoyable camping experience for all guests. As required, the **Grounds and Maintenance Officer** seeks advice from the relevant Campsite Leader (Campsite Operations Manager/Wirraway Site Leader), to plan and carry out these tasks, organise quotes and perform maintenance activities.

At its core, this position exists to ensure that Adventure Campsite equipment and facilities operate safely and reliably and are presented to a high standard through applying a proactive scheduled maintenance approach whilst also attending effectively to emergency repairs as they may arise.

Role responsibilities

Facility Management and Maintenance

- Implement scheduled maintenance and inspections on all Adventure Campsite grounds, facilities, vehicles and equipment.
- Respond effectively to all breakages, failures, interruptions and other abnormal or unexpected events which adversely impact on the normal operations of the campsite.
- Assist with cleaning and tidying up rooms, common areas, sheds and outside grounds, as required.
- Ensure regular maintenance takes place to comply with relevant regulations, codes and accreditation requirements.
- Keeps an up to date maintenance request register, prioritises work and ensures all items are followed up appropriately in a timely manner.
- Effectively follows workplans and carries out maintenance tasks, completing work to a high standard as scheduled by manager
- Liaise with and coordinate contractors as required to complete maintenance tasks.

Team Responsibilities

- Able to work alone or as part of a team and support other campsite staff in their roles.
- Be available to respond effectively to after-hours phone calls, requests for assistance and emergencies as required

Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.
- Participate in organisational communication and development systems such as staff meetings, planning and review days and quality assurance programs.
- Adopt 'Lean Management' principles, contributing to improvement in practices and effective use of resources in order to improve performance.
- Work with other team members to improve service outcomes for clients and employees

Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member, you must:

- Take reasonable care for your own and others' health and safety within the workplace.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others.
- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace.
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures.

- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.
- Ensure that risks to the health, safety or welfare of others is not increased through any act or omission or misuse of items or facilities.
- Obey reasonable instructions designed to protect health, safety and welfare.
- Use equipment appropriately that is provided to protect health, safety or welfare.
- Ensure that they are not affected by alcohol or any other drug, such that they endanger themselves or others.
- Report promptly, any hazards, incidents or injuries to their Team Leader/Manager.
- Manage risk and ensure compliance with Workplace Health & Safety practices to the highest standards.
- Assist in preparation of Safe Operating Procedures and Work Directives for all aspects of property and equipment use and maintenance in accordance with manufacturer/industry standards and formally reviews annually.
- “Tags Out” faulty equipment and prevents it from being used.
- Ensure all emergency equipment is inspected, serviced and declared fit for use as per regulations.
- Ensure all contractors undertaking works at the site sign in/out at the office, are inducted and made aware of Emergency Procedures, Asbestos Register and other requirements pertaining to the job.

Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

About you

The qualifications you bring

- Year 12 Certificate or equivalent.

The experience you bring

- Experience as a handyperson and/or maintaining a facility in a similar context.

The competencies (knowledge, skills and behaviours) you bring

- Working knowledge of safe work practices and risk management practices and standards.
- Ability to work effectively to a schedule and plan ahead.
- Evidence of well-developed communication skills, both verbal and written.
- Ability to complete basic tasks on a computer.
- Proven ability to maintain systems, processes and records for compliance.
- Ability to solve problems related to the role.
- Possesses a strong internal drive for keeping records up to date and maintaining a tidy workspace.
- Demonstrated alignment to the vision, mission and values of Baptist Care SA

Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/WWCC
- National Police Clearance as per the Background Screening Check Policy
- Training – Child Safe Environments
- Training – Provide First Aid HLTAID003 or equivalent
- Ability and willingness to travel within South Australia as required
- A valid full South Australian drivers’ license (C Class)
- Demonstrated experience driving 4WD vehicles, towing trailers and small tractors

- Ability to work outside of normal office hours will be required, including occasional phone calls after hours

Desired Requirements

- Promote good relations and practices towards different minority groups that support equality, diversity, and inclusion.
- Previous experience in a faith based, community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: _____ Date: _____

Employee name: _____

Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	P&C Business Partner	Version:	2.0
Effective Date:	August 2025	Review Date	August 2027