

Preferably email your application to
kclunes@karaltacourt.com.au
Or Fax to 02 43655213
For a Confidential chat call Karen Clunes 0243677380 from
10am to 12pm week days

**GROUNDS MAINTENANCE PERSON - Full Time Position- closing
date 5th February 2010**

Karalta Court and Erina Gardens are 2 properties that have a total of 215 Manufactured Home sites. They are located on 13 acres in a pleasant open air environment at Karalta Rd ERINA. You will be the grounds person of a 5 person team. You will provide your own transport to and from work.

We Offer: Monday to Friday 38 hour week - salary approximately \$35000 onwards- 4 weeks annual leave- a high degree of autonomy

Education – Preferred : School Certificate – Landscape/ horticulture trade qualification

WORK EXPERIENCE

Essential: Current drivers license & a good driving record - Long term experience as a handyman, landscaping and some cleaning work is required.

Preferred: Could have had previously worked in a maintenance environment such as site, landscape and horticultural maintenance.

SKILLS & GENERAL EXPERIENCE: □

Good English reading and writing skills required. Able to use computer ,internet and email.

ESSENTIAL FUNCTIONS

- Demonstrate a knowledge of Health, Safety and Quality procedures in all job functions.
- Carry out maintenance of all common areas and buildings including gardens, mowing, swimming pool, communal laundry, toilet and amenities.
- Carry out or supervise contractors in all aspects of maintenance & repair □of overall facility, such as painting, carpentry, fire & security alarms & systems, minor repairs, grounds maintenance
- Perform basic maintenance and □ repair of park equipment, machinery and maintain the workplace
- Manage all aspects of garbage facility including green waste handling-removal-cleanup

- Job Description on next page -

Job Description - Maintenance Person

Duties include but are not limited to

Administration

- Liaison
- Outside trades and services.
- Local government and authorities.

Record keeping and filing of

- Maintenance carried out
- Detailed expenditures & record keeping
- Pools service of equipment and testing
- Washing machine & dryer takings

Daily Duties

- Pool maintenance daily in peak season
- General cleanliness of parks
- Laundry & Garbage area checks
- Letterbox area

Weekly Duties

- Car Park and common area cleaning
- Green waste run weekly
- Mowing – summer months

Fortnightly

- Washing machine & dryer check & filter clean, monies collected & documented
- Mowing and gardening as required

Monthly

- Storm water drains clean and check after every rain and / or monthly

As Needed

- Street cleaning, periodically
- Minor road repairs
- Weed spraying
- Gardens including hedging, weeding, mulching

Lawn Care Residents are responsible to mow their site. You will undertake mowing areas known as

- Street road reserve
- Common areas outside of residents sites
- Set back area between fence strip
- Pool area and laundry blocks
- Short stay accommodation homes

Other Maintenance

- Mowers
- Hand tools
- Clean Amenities blocks
- Boundary fences
- Manufacturers Safety Data Sheets and folders
- Assist the building maintenance staff occasionally as needed