



POSITION DESCRIPTION

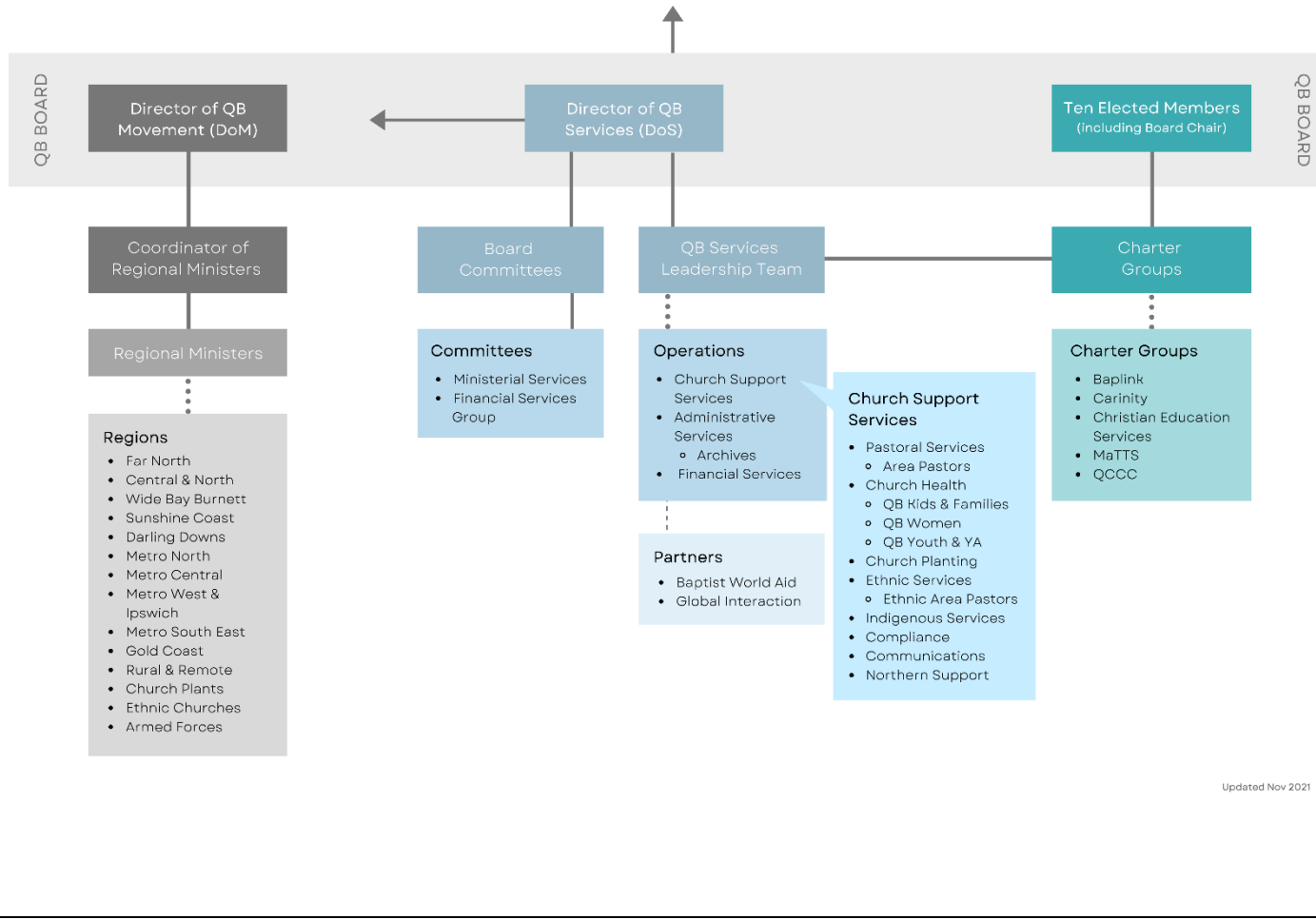
General Information			
Position Title:	QB Centre Groundsman		
Division:	QB Services		
Reports to:	Director Administrative Services		
Employment Status:	Full time	Date	January 2023

Position Purpose
<p>The purpose of the role is to provide maintenance and upkeep of the grounds and buildings of the QB Centre in Gaythorne. The groundsman supervises relationships with contractors who undertake work on site and works with QB receptionist to make sure all contractors are appropriately pre-qualified before initiating work. A record of the completion of annual role related WHS requirements need to be kept. Part of the role also includes liaising with the QB Receptionist to assist the many people/groups that hire out QB Centre spaces.</p>

Organisation Direction and Priorities
<p><i>Mission of the QB Movement</i> The QB Movement is a committed community of Queensland Baptist churches and their ministries working alongside and with each other under Christ to serve the mission of God throughout Queensland and beyond. Mission of QB Services. QB Services is a diverse group of collaborative specialist ministries that through Christ exist to support, equip and empower the QB Movement with a significant engagement with churches.</p> <p><i>Vision of QB Services</i> Collaborating to resource churches (to function healthily, mission effectively and disciple intentionally) and to mission strategically on behalf of the QB Movement.</p> <p><i>QB Priorities</i></p> <ol style="list-style-type: none"> 1. Biblical Authority. The truth of Scripture centred in Jesus is fundamental to all our beliefs and practices. We study and preach the Bible, and we live its truth enlivened by the Holy Spirit. 2. Faith-filled Prayer. In God’s grace, through prayer, he offers us an important role in the growing kingdom. We intentionally foster faith-filled, individual and corporate prayer. 3. Collaborative Autonomy. We fully support the autonomy of the local church and we also value collaboration – learning from each other, serving each other and working together. 4. Servant Leadership. We believe that God equips and appoints servant leaders in our churches and Movement. We are committed to developing and supporting these leaders. 5. Effective Mission. We are committed to humbly and boldly sharing God’s good news of salvation, reconciliation and triumph over evil, through the cross and resurrection of Jesus. 6. Intentional Discipleship. Drawing on our resources and gifts, we intentionally develop effective methods of spiritual formation to grow disciples of Jesus to be salt and light. <p>In the structure of QB Services, the role of Groundsman plays a vital part of the Administrative Services team, which is made up of dedicated professionals working together to ensure the effective operation of processes and environmental resources.</p>

Important Collaborations	
Reports to:	Director Administrative Services
Direct Reports	Nil
Main Collaborations	
Other Collaborations (internal)	QB staff
Other Collaborations (external)	Tenants, Contractors and Service Providers
Organisational Chart	

**QB Assembly
(Churches)**



Updated Nov 2021

Key Areas of Engagement	Key Position Functions
Maintenance	Maintain the grounds of the QB Centre to a presentable standard
	Landscape design and advice regarding properties as required
	Maintenance and repairs to fixtures and fittings in the buildings
	Maintain plans of buildings and services on the property
WH&S	To operate within all WH&S guidelines and requirements
	Monitor essential safety measures for the property in compliance with national regulations e.g working at height anchorage system, chemical and plant management and fire safety installation management through Creative Fire
	Contribute to the Safety Committee as a member for the QB Centre
	Arrange, induct and supervise the work undertaken by various contractors required for the upkeep of the property

Hire of QB space setup	Liaise with QB Receptionist re the setup of hire spaces e.g chairs, tables and wall dividers
General	Complete other tasks as directed
	Attend morning devotions with staff

Selection Criteria	
Core Competencies	Specialist knowledge in one or more of air conditioning, electrical, carpentry and plumbing skills would be desirable
	Ability to work at heights
	Sound handyman and grounds maintenance skills
	Good communication and organisation skills
Key Characteristics	In relationship with Jesus
	Demonstrates Christ like character
	Active member of a QB church
	Energetic and focused
	Solution oriented
	Motivated to improve and impact positively
	Teachable and willing to learn new things
	Initiative
Adaptability	

Key Skills and Experience
Range of handyman and grounds maintenance skills
Familiarity with the safe usage of a range of power and hand tools
Awareness of WHS issues in regard to property management
Interpersonal skills in keeping with the image of QB to its contractors and visitors

Acknowledgement	
I acknowledge that I have read and understood the key responsibilities described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I have received a copy of this Position Description for my records.	
Employee	Employer
Name:	Name:
Signature:	Signature:
Date:	Date: