

Grounds Maintenance Worker Job Description

A comprehensive job description template
for Australian cleaning and property services businesses

Business Name: _____

Location: _____

Employment Type: _____

Reports To: _____

Date: _____

DISCLAIMER

This template is provided for general informational purposes only and does not constitute legal advice. It is designed to reflect Australian workplace standards and cleaning industry practices at the time of publication. You should review and tailor this template to suit your business, service model, applicable modern award and specific requirements. For complex situations, independent legal or HR advice should be sought. RosterElf Pty Ltd accepts no liability for any loss arising from reliance on this document.

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1. Position Overview

1.1 Position Title

Grounds Maintenance Worker / Groundsperson / Outdoor Maintenance Worker

1.2 Position Summary

The Grounds Maintenance Worker is responsible for maintaining outdoor areas including lawns, gardens, car parks and building perimeters for commercial, industrial or public sites. This role involves operating various outdoor equipment including mowers, line trimmers, leaf blowers and pressure washers to maintain high presentation standards.

The position requires physical fitness, ability to work outdoors in all weather conditions and competency in operating power equipment safely. Workers must be reliable, punctual (especially for early starts) and capable of working independently with minimal supervision while maintaining consistent quality standards.

1.3 Reporting Structure

This position reports to:

- Site Supervisor / Team Leader
- Operations Manager
- Contracts Manager / Service Manager

1.4 Employment Type

This position is available as:

- Casual (variable shifts based on weather and client needs)
- Part-time (regular rostered shifts)
- Full-time (38 hours per week)

2. Key Responsibilities

2.1 Lawn Mowing and Garden Maintenance

- Operate ride-on mowers for large lawn areas
- Use push mowers for smaller areas and edges
- Trim lawn edges using line trimmers and edging tools
- Maintain grass at appropriate height for site requirements
- Prune shrubs, hedges and plants as required
- Maintain garden beds, remove weeds and add mulch
- Water plants and lawns during dry periods

2.2 Rubbish and Waste Management

- Collect litter from outdoor areas, car parks and walkways
- Empty outdoor bins and replace liners
- Remove green waste to designated areas
- Dispose of waste appropriately (general waste, recycling, green waste)
- Keep outdoor waste storage areas clean and organized
- Report any dumped rubbish or hazardous materials

2.3 Car Park and Hard Surface Cleaning

- Sweep car parks using mechanical sweepers or brooms
- Use leaf blowers to clear debris from car parks and paths
- Remove leaves, litter and organic matter from paved areas
- Maintain car park line marking visibility
- Clear drains and gutters to prevent water pooling
- Report any damaged paving, potholes or trip hazards

2.4 Pressure Washing and Surface Cleaning

- Operate pressure washing equipment safely and effectively
- Clean paths, driveways and building exteriors
- Remove moss, algae and stains from hard surfaces
- Clean outdoor furniture, signs and fixtures
- Use appropriate pressure settings for different surfaces
- Follow water usage and chemical handling procedures

2.5 Equipment Operation and Maintenance

- Operate all grounds maintenance equipment safely
- Perform daily equipment checks and basic maintenance
- Refuel equipment safely and clean after use
- Report equipment faults or safety issues immediately
- Store equipment securely in appropriate locations
- Maintain equipment in good working condition

2.6 General Site Maintenance

- Maintain outdoor walkways, paths and building perimeters
- Clear leaves and debris from building entrances
- Maintain fences, gates and outdoor structures
- Remove cobwebs from building exteriors and outdoor areas

- Set up and pack away outdoor furniture or equipment
- Perform seasonal tasks (leaf clearing, storm cleanup)
- Report maintenance issues or safety hazards to supervisor

3. Required Skills and Attributes

3.1 Essential Skills

Physical Fitness and Stamina

Strong physical capability for manual outdoor work. Ability to lift and carry equipment (up to 20kg), push and pull mowers and equipment, and work in various positions (standing, bending, kneeling, reaching). Stamina for full-day outdoor work in varying weather conditions.

Outdoor Work Tolerance

Comfortable working outdoors in all weather conditions including heat, cold, rain and wind. Tolerance for sun exposure, humidity and temperature variations. Ability to work in dusty conditions and around outdoor allergens (pollen, grass, plants).

Equipment Operation Skills

Competency or willingness to learn operation of ride-on mowers, push mowers, line trimmers, leaf blowers, pressure washers and other grounds maintenance equipment. Understanding of equipment safety and basic maintenance. Mechanical aptitude for minor equipment troubleshooting.

Attention to Detail

Observant approach to grounds maintenance, noticing areas needing attention and maintaining consistent presentation standards. Eye for detail in lawn edging, rubbish collection and overall site appearance. Pride in maintaining high-quality outdoor environments.

3.2 Personal Attributes

- Reliable and punctual, especially for early morning starts
- Self-motivated with ability to work independently
- Strong work ethic and pride in quality outcomes
- Flexible approach to varying tasks and conditions
- Safety-conscious attitude at all times
- Professional presentation and conduct on client sites
- Team player when working with other maintenance staff
- Willingness to learn new skills and techniques
- Problem-solving mindset for outdoor challenges
- Positive attitude despite weather challenges

4. Qualifications and Requirements

4.1 Mandatory Requirements

- Eligibility to work in Australia
- Valid Australian driver's license (for site travel and operating ride-on equipment)
- Physical fitness for manual outdoor work
- Ability to work early morning shifts (typically starting 6am-7am)
- Flexibility to work outdoors in various weather conditions
- Reliable transport to reach various site locations

4.2 Desirable Qualifications

- Previous grounds maintenance, gardening or landscaping experience
- Experience operating ride-on mowers and outdoor power equipment
- First Aid certificate
- National Police Check (required for some secure sites)
- White Card (Construction Induction) for some commercial sites
- Certificate II or III in Horticulture or Landscaping
- Chainsaw operation certificate (if required)
- Working at Heights certificate (if required)

4.3 Experience

Entry-level positions are available for physically fit candidates willing to learn equipment operation and grounds maintenance techniques. For experienced positions, previous work in grounds maintenance, gardening, landscaping or similar outdoor maintenance roles is highly valued. Experience with commercial or industrial sites is preferred. Proven reliability and punctuality in previous outdoor work is important.

5. Working Conditions

5.1 Hours of Work

- Early morning starts, typically 6am-7am (to complete work before heat of day)
- Standard day shifts finishing mid-afternoon (2pm-4pm)
- Potential weekend work for some sites
- Shift lengths typically 6-8 hours
- Work schedules may vary based on weather conditions
- Seasonal variations in workload (busier in spring/summer)

5.2 Physical Requirements

- Standing and walking for extended periods (entire shift)
- Lifting and carrying equipment and materials (up to 20kg)
- Pushing and pulling mowers and equipment

- Repetitive movements (trimming, mowing, sweeping)
- Bending, kneeling and reaching during maintenance tasks
- Working in various positions throughout the day
- Good hand-eye coordination for equipment operation

5.3 Work Environment

- Outdoor work in all weather conditions
- Exposure to sun, heat, cold, rain and wind
- Working with loud power equipment (hearing protection required)
- Exposure to dust, pollen and outdoor allergens
- Working with cleaning chemicals and fuel
- Multiple work sites across different locations
- Working independently or as part of a team
- Potential for insect bites and outdoor hazards

5.4 Safety and PPE Requirements

- High-visibility work shirts or vests (provided)
- Sturdy closed-toe work boots with good grip
- Long pants for safety and sun protection
- Sun protection (hat, sunscreen, sunglasses)
- Hearing protection when operating loud equipment
- Safety glasses or goggles when required
- Gloves for handling equipment and materials
- Wet weather gear provided for rainy conditions

6. Award Information

6.1 Modern Award Coverage

Grounds maintenance workers employed by cleaning and property services companies are typically covered by the Cleaning Services Award 2020 (MA000022). This award sets minimum pay rates, penalty rates, allowances and conditions for employees working in cleaning services including grounds maintenance duties.

6.2 Classification Level

Grounds maintenance workers are generally classified under the award as:

- Level 1: Entry-level grounds maintenance worker performing general outdoor maintenance duties
- Level 2: Experienced grounds maintenance worker with additional responsibilities or specialized skills
- Level 3: Senior worker with supervisory responsibilities or advanced technical skills

The specific classification level will be determined based on duties performed, experience and level of responsibility.

6.3 Penalty Rates and Allowances

Employees are entitled to penalty rates for work performed:

- Saturday: 150% of base rate
- Sunday: 200% of base rate
- Public holidays: 250% of base rate
- Early morning shifts (before 7am): May attract penalties
- Travel time between sites: Paid as per award requirements

Casual employees receive a 25% casual loading instead of paid leave entitlements. Refer to the Cleaning Services Award 2020 for current rates and conditions.

7. Expected Behaviours

7.1 Professional Conduct

- Arrive on time for scheduled shifts, ready to work
- Wear appropriate uniform and PPE at all times
- Present professional appearance on all client sites
- Follow all company policies and procedures
- Notify supervisor immediately if unable to attend shift
- Represent the company positively to clients and public

7.2 Quality Standards

- Maintain high presentation standards across all sites
- Complete all assigned tasks thoroughly and on time
- Take pride in quality of work and site appearance
- Notice and address areas needing attention without prompting
- Report any issues or concerns to supervisor promptly
- Maintain consistent standards regardless of weather

7.3 Safety Requirements

- Follow all safety procedures and safe work practices
- Operate all equipment safely and as trained
- Wear appropriate PPE for all tasks
- Report all incidents, accidents and near misses immediately
- Identify and report hazards or safety concerns
- Never take shortcuts that compromise safety
- Follow chemical handling and storage procedures

7.4 Equipment Care

- Treat all equipment with care and respect
- Perform pre-use checks on equipment
- Clean equipment after each use
- Store equipment properly in designated locations
- Report equipment faults or damage immediately
- Never use faulty or damaged equipment

8. Application Process

8.1 How to Apply

Interested candidates should submit:

- Current resume/CV
- Cover letter outlining relevant experience and motivation for outdoor work
- Copy of driver's license
- Copies of any relevant qualifications or certificates
- Contact details for two professional referees

8.2 Selection Process

Shortlisted candidates will be invited to:

- Initial phone interview
- In-person interview and site visit
- Practical demonstration of equipment operation (if experienced)
- Reference checks
- Police check (if required for specific sites)
- Pre-employment medical assessment if required

8.3 Equal Opportunity

We are an equal opportunity employer and welcome applications from all qualified candidates regardless of age, gender, cultural background, disability or other characteristics protected by law.

Position Acknowledgement

I have read and understood this job description. I understand that my duties may be varied from time to time to meet the operational needs of the business.

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____

For Manager Use Only

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____