



Australian Government

SIFCBGM008 Coordinate building and grounds maintenance and development

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcome, skills and knowledge required to coordinate and monitor the implementation of building and grounds maintenance and development activities, coordinate the flow of information between stakeholders regarding these activities, and evaluate the extent to which the activities meet goals and stakeholder needs. It applies to staff involved in supervising general building and grounds maintenance staff. It involves ensuring that all work is performed according to work health and safety, relevant legislation and workplace policies and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Competency Field

Building and Grounds Maintenance

Unit Sector

Cemetery and Crematoria

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Coordinate and monitor activities, resources and plans.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Monitor and measure building and grounds maintenance and development against work requirements.
- 1.2 Obtain authorisation from appropriate personnel for new building and grounds maintenance and development activities.
- 1.3 Identify issues, problems and risks and develop a range of strategies to address them.
- 1.4 Provide solutions or recommendations to appropriate personnel, including proposed contractors or tradespersons.
- 1.5 Follow procedures to ensure proposed contractors are

- appropriately licensed or qualified.
- 1.6 Receive authorisation from appropriate staff before implementing recommendations or solutions.
 - 1.7 Keep accurate records of authorised changes.
2. Coordinate information flow.
- 2.1 Provide key stakeholders with timely, accurate and relevant information regarding building and grounds maintenance and development.
 - 2.2 Provide team members and higher level managers with opportunities to contribute information towards building and grounds maintenance and development.
3. Monitor building and grounds maintenance and development activities.
- 3.1 Check and evaluate routine maintenance activities.
 - 3.2 Evaluate building and grounds development activities on completion according to work requirements and stakeholder needs.
 - 3.3 Identify problems and take corrective action.
 - 3.4 Make recommendations regarding changes or improvements in future building and grounds maintenance projects.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SIFBGM007A Coordinate building and grounds maintenance and development.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>

Assessment Requirements for SIFCBGM008 Coordinate building and grounds maintenance and development

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- monitor and evaluate routine and non-routine building and grounds maintenance and development activities according to stakeholder requirements and workplace policies and procedures
- identify potential issues, problems and risks and propose solutions
- evaluate completed developments and develop recommendations for future improvements in building and grounds maintenance projects.

Evidence of performance of coordinating two or more building and grounds maintenance and development projects is required to demonstrate consistency of performance and ability to respond to different situations.

Knowledge Evidence

Demonstrated knowledge of:

- building and grounds maintenance and development requirements, including:
 - building and structure construction
 - path construction
 - building and structure repair
 - path repair
 - vault installations
 - pest eradication
 - garden maintenance
 - garden development
 - roof maintenance.
- key stakeholders and appropriate protocols in working effectively with key stakeholders
- potential issues, problems and risks associated with coordinating building and grounds maintenance and development, and effective risk management strategies used to overcome these
- federal, state or territory, and local government legislation and regulations that impact on grounds maintenance
- workplace policies and procedure regarding the coordination of activities, resources and plans.

Assessment Conditions

Skills must be demonstrated in a workplace where building and grounds maintenance activities are carried out and can be evaluated:

- using suitable equipment and resources, including:
 - building and grounds maintenance schedules and work proposals
- under industry operating conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - speed and timing requirements that reflect commercial operating conditions
 - interaction with team members and relevant personnel

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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