

POSITION DESCRIPTION

Position Title:	Greenkeeper	Position Code:	GCR
Division:	Infrastructure	Grade:	D
Location:	Dubbo / Wellington	Hours/Week:	38-9 day fortnight
Reports to:	Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Greenkeeper is required to assist the team leader to provide quality sporting field preparation, including actively promoting Council's policies with regard to turf management, asset maintenance and irrigation maintenance.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Sporting Facilities Maintenance	<ul style="list-style-type: none"> • Provide Sporting Facilities services in accordance with Agreed Briefs and Maintenance Service Levels ensuring all operations are technically sound, up to date and cost effective. • Interpret customer/client requirements and meet those requirements within policy/procedure framework. • Respond to public enquiries, complaints and requests with regards to matters relating to the responsibilities of this position.
Team supervision	<ul style="list-style-type: none"> • To provide supervision for sporting team as required and to provide advice and guidance on any chemical, weed or turf management matter. • Lead a small team when required.
To implement Council's Maintenance Service Levels	<ul style="list-style-type: none"> • To accurately record all information relating to the preparation of payroll timesheets, the ordering and acquittal of services, goods and materials. • To inspect Recreation Open Space assets for compliance with current maintenance Service Level specifications.

Inherent Requirements of the Position

- Class C drivers licence with a willingness to obtain an MR licence
- Sound knowledge of WHS principles.
- WHS Induction for Construction Work ticket.
- Willingness to undertake further studies and training as required.
- Chemical handling/application certificate.
- Pre-employment Health Assessment
- First aid certificate.

- This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
- This position is required to wear an approved DRC uniform at all times.
- This position may be provided with a mobile phone. If issued this must be carried at all times and personal phone calls are to be reimbursed regularly.

Selection Criteria

Essential

1. Green keeping / Sports Turf Management Certificate III
2. Demonstrated experience in the preparation of sporting fields and turf cricket pitches
3. Experience and the ability to lead, direct and supervise a small team of plant operators, green keeping assistants and apprentices/ trainees
4. Experience in irrigation scheduling, maintenance and installation
5. Demonstrated experience in weed management
6. Class C drivers licence

Desirable

7. Implement traffic Control Plan and Traffic Controllers accreditation
8. MR drivers licence

Organisation Wide Accountabilities

Corporate Values

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive
 - Be Curious, Courageous and Committed
- Sustainable
 - Balanced Approach To Growth and Opportunity
- One Team
 - Working Together
- Integrity
 - Accountable For Our Actions

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment

	<ul style="list-style-type: none"> • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: