

Position Description



Position Title:	Groundsperson Sportsfields
Position Number:	PRKW07
Purpose of Position	Undertake regular Sportsfield maintenance as part of the Sportsfield Team on a daily basis. Participate in team activities to ensure they are attained in a timely and efficient manner. To carry out routine maintenance of Council's open space areas, working with multi-disciplinary operational teams. To provide an effective and efficient service delivery in the Operations section
Grade of Position:	Band 2
Hours of Work:	38 hours per week
Department:	Operations
Section:	Infrastructure Services
Position Reports to:	Team Leader Sportsfields
Number Supervised:	Nil
Approved by:	Director Operations

CONTACTS

Key Contacts Within Department

- Team Leader Sportsfields
- Manager Infrastructure Services
- Supervisor Sportsfields & Golf Courses.
- Coordinator Open Space Services

Key Contacts in Other Departments`

- Customer Services
- Technical Services

Key Contacts Outside Council

- Contractors
- Residents and general public
- Sporting User Groups

Budget Allocation: Nil

EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

.....

Signature:

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Date:

GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
 - Maintain a high standard of housekeeping and a safe work area
 - Identify and report all Hazards for your area
 - Wear required Personal Protective Equipment (PPE)
 - Participate in the development and review of Risk Assessments
 - Adhere to control measures and safe systems of work
 - Report all Incidents and Near Misses
 - Meet in reporting timeframes
 - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
 - Act to prevent workplace harassment, discrimination and bullying
 - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
 - Comply with Council's Statement of Business Ethics
 - Behave ethically and transparently
 - Contribute towards the achievement of Council's strategic plans
 - Lead by example
 - Support sustainable programs and activities
 - Learn and comply with Council's strategies, policies and procedures
 - Act with care for the local environment and community
 - Take responsibility for your actions
 - Care for Council's people, assets and finances
 - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
 - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
 - Productively contribute to the outcomes of work teams
 - Work cooperatively with team members and supervisor
 - Maintain an attendance record that contributes positively to team productivity
 - Carry out allocated tasks to standards required
 - Use good judgement and problem solving skills
 - Obey all lawful instructions
 - Attend and positively contribute to team meetings
 - Work cooperatively to achieve Work Plan timeframes and measures
 - Regularly review with supervisor own performance against required outcomes
 - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
 - Learn and share knowledge
 - Complete induction/re-induction program
 - Complete job-specific training programs
 - Complete relevant legislative-based training
 - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
 - Be accessible and provide customers with clear and accurate information
 - Deliver timely, punctual and reliable service to customers
 - Communicate with customers in a professional and courteous manner
 - Maintain a good flow of communication with customers
 - Manage customer enquiries, records and complaints
 - Complete all paperwork and on-line recording within required time limits
 - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
 - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

Position Description



ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

OPERATIONAL OUTPUTS OF PERSON IN POSITION

1. Required Qualifications/Certificates

- First Aid Certificate (or willing to undertake training)
- Chemsart/Smarttrain (or willing to undertake training)
- WHS Construction Induction Certificate (White Card) (or willing to undertake training)
- MR Licence (or willing to obtain)

2. Required Experience

- Demonstrated experience in horticultural or turf maintenance
- Experience in the operation of tractors and tractor implements
- Experience in line marking sportsfields

3. Required Skills

- Comprehensive understanding of team work and scheduling processes
- Herbicide and fertiliser handling and safe application
- Customer service and response
- Carry out effective administration duties
- Effectively communicate with Manager, Supervisors and Team Leaders
- Understanding of turf renovation and principles and practices
- Understanding of irrigation principles and practices

OPERATIONAL OUTPUTS OF PERSON IN POSITION

• Sportsfield Maintenance

- Undertake maintenance of sportsfields, gardens and adjacent areas.
- Tasks include turf maintenance, pest and disease control, weed control, litter pickup, mulching, pruning, weeding, fertilising, watering, tree/shrub removal, planting, chemical application.
- Liaise and communicate with Team Leader to sustain and improve service delivery.

• Adherence to work schedules/programs

- Complete specific tasks and jobs within specified timeframes and report back to Team Leader Sportsfield or Supervisor Sportsfields & Golf Courses.
- Ensure compliance with established work programs and schedules.

• Administration

- Update completed customer requests to Supervisor Sportsfields & Golf Courses / Administration Officer
- Complete site assessment sheets and report issues to Team Leaders.
- Update team leader with written records on completion of tasks, requests and schedules and maintain appropriate levels of communication.
- Carry out such other tasks and responsibilities as may be required and assigned which would be based on the changing needs of the organisation consistent with the employee's skills and abilities.