

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Certificated Groundsperson
POSITION NUMBER:	3189
DIVISION:	City Infrastructure
DEPARTMENT:	Parks & Natural Assets
CLASSIFICATION:	Band 4
REPORTS TO:	Turf Team Leader
DIRECTLY MANAGES:	Non-Certificated Groundspersons and apprentices
INTERNAL LIAISONS:	City Services Staff, Parks and Reserves Staff, Internal Staff from other divisions
EXTERNAL LIAISONS:	Service Authorities, Private Contractors, Members of the Public, Community / Service and Sporting Clubs Education Professionals
DATE:	December 2023

POSITION OBJECTIVES:

As a member of the Parks and Reserves Turf Management Unit you will be expected to carry out allocated tasks to specified standards, to meet customer and divisional expectations for high quality turf maintenance of Councils Specialised Turf areas, including Golf Courses, Turf Wickets and Oval maintenance.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Assisting the Parks Management Section in providing a customer focused service that meets the expectations of the community.
2. As a team member, display a positive contribution in undertaking horticultural duties in and around Golf Courses and Kardinia Park, including weeding, mowing, minor tree maintenance, weed control and repairs to parks signage and furniture: e.g. barbecues, rotundas, picnic tables.
3. Assist Senior Team leader in delivering TAFE education turf programs
4. Undertake additional duties to assist team members in completing projects consistent with Award and Job requirements.
5. Spraying of appropriate insecticides, herbicide and fungicides to a regular or modified program as required, in accordance with manufactures recommendations.
6. Work within all Council health and safety policies and wear/use personal safety equipment provided. Undertake preventative health and safety checks in the field as part of environmental maintenance duties and rectify / report hazards as appropriate.
7. Operate and maintain horticultural / arboriculture plant and equipment including sprayers, hand/small ride on mowers, small tractors, large ride-on mowers and related machinery in an effective and efficient manner and in compliance with relevant laws, regulations and practices.
8. Adhere to all Council's policies and procedures relevant to this position.
9. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.
10. Operate and maintain automatic irrigation systems

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE

City of Greater Geelong is committed to being a child safe organization and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognize our legal and moral responsibilities in keeping children safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:**Qualifications:**

1. Recognised Trade Certificate in Horticulture or equivalent.
2. Current Victorian Drivers Licence
3. A light truck licence would be an advantage
4. A valid Working with Children Check.

Essential:

5. Demonstrated experience as working as part of a team ,often in a dynamic environment
6. Experience in the maintenance of golf courses and turf areas to high Standards
7. Proficient in the use of herbicides, insecticides, pesticides and fungicides.
8. Excellent communication skills both written and verbal.
9. Provide direction, leadership and on the job training to apprentices
10. Ability to provide customer service to internal and external customers.
11. Covid 19 vaccination

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the quality, quantity and timeliness of work and for the care, safety and maintenance of plant, equipment and assets used in the daily operations.
- Ensure that Occupational Health and Safety requirements are implemented for the protection of our internal and external customers.
- Work is performed under minimal supervision.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Personal judgement is exercised in undertaking the specialised work of the position by selection of a range of tools, equipment methods or processes to complete tasks.
- The occupant exercises judgement in determining and modifying set maintenance programs due to seasonal variations.
- Provide feedback on the effectiveness of programs and make recommendations for program improvements
- Identify opportunities for the development of programs relating to Turf Management ?>

SPECIALIST SKILLS AND KNOWLEDGE:

- Understanding requirements of Golf Course and Cricket wicket maintenance.
- Understanding of soils and fertilising practices and procedures.
- Knowledge of and ability to operate and maintain a wide range of plant and equipment in a Parks environment, to Council's operating standards.
- Knowledge of relevant road law and road sign regulations where appropriate.
- Proficient in the use of herbicides, insecticides, pesticides and fungicides.
- Proficient knowledge in the operation and maintenance of irrigation systems

MANAGEMENT SKILLS:

- Ability to contribute to provide on the job training to apprentices / work experience students.
- Basic knowledge of personnel practices.
- Ability to manage time and meet priorities established for allocated work.

INTERPERSONAL SKILLS:

- Ability to contribute to workplace improvement programs and team discussions.
- Ability to provide customer service to internal and external customers.
- Skills in oral and written communications.
- Ability to work as part of a team.
- Ability to respond to feedback and refer issues to others or emergency services.
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ADDITIONAL INFORMATION:

- This position will be required to work at locations across the municipality.
- Preferred candidates will be required to perform a National Police Check, have a current Working with Children Card (Employee) and undergo a Medical and Functional Assessment as part of the recruitment process.