



POSITION DESCRIPTION

POSITION TITLE:	Greenkeeper - Burnley Golf Course				
POSITION NO:	705406	CLASSIFICATION:	Band 3		
DIVISION:	Infrastructure & Environment				
BRANCH:	Property & Leisure				
UNIT:	Burnley Golf Course				
REPORTS TO:	Head Greenkeeper				
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	Yes

Yarra City Council supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- To assist Head Greenkeeper in all aspects of maintenance for Burnley Golf Course.
- To carry out all works in a safe and effective manner in compliance with OH&S standards and current industry guidelines.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The Richmond Recreation Centre, Collingwood Leisure Centre, Fitzroy Swimming Pool, Collingwood Estate Gym and Burnley Golf Course form the Property & Leisure Branch.

As part of the Community Programs division, Yarra Leisure has a commitment to improving both the physical & mental health of the community.

ORGANISATIONAL RELATIONSHIP

Position Reports to:	Burnley Golf Course Head Green Keeper
Position Supervises:	Nil
Internal Relationships:	Facility Coordinator, Manager Leisure Services, Pro Shop staff, Open Space, Assets
External Relationships:	Contractors, supplier representatives, general playing public, members

KEY RESPONSIBILITY AREAS AND DUTIES

To assist in all aspects of maintenance for Burnley Golf Course

- To assist the head greenkeeper (HG) in all areas of golf course maintenance, procedures and operations including the maintaining of greens, tees, fairways, rough, surrounds and all areas associated with the golf course. These tasks may include, but are not limited to mowing, brush cutting, spraying, course renovations, course construction, drainage and bunker maintenance.
- To assist with the operation of automatic and manual irrigation systems, repairs and maintenance of those systems.
- Assist in the maintenance and good working order of all plant and machinery through cleaning, repairing and maintenance.
- Actively foster good relations with golfing public, members and the Pro Shop team to encourage quality customer service.
- Maintain a neat and professional appearance in accordance with Yarra Leisure uniform policy.
- Promptly follow up on all golf course maintenance tasks and respond in accordance with Yarra Leisure service standards.
- Perform other duties as directed by the Head Greenkeeper & Facility Coordinator.

To carry out all works in a safe and effective manner in compliance with OH&S standards and current industry guidelines

- Report to the HG on all matters affecting the operation of the Burnley Golf Course maintenance including health and safety in accordance with City of Yarra's OH&S policy.
- Under direction from the HG apply chemicals to the course as required.
- Ensure chemicals are handled wearing appropriate PPE at all times.
- Ensure chemicals are stored appropriately after use.

- Operate golf course machinery as and when required with a focus on the safety of you, other staff and users of the golf course.

Constructively contribute to a positive Burnley Golf Course Team Environment

- Lead by example and provide fellow staff members with positive guidance and support when required.
- Contribute to the planning and promotion of golf course activities and events.
- Participate in training initiatives and attend monthly team meetings.

Contribute positively to the goals and direction of the Burnley Golf Course Team.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The Greenkeeper is directly accountable to the Head Greenkeeper and Burnley Golf Course Facility Coordinator as delegated by the Manager Leisure Services.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Councils activities.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community. Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Yarra Values

- Behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:
 - Respect
 - Accountability
 - Courage

JUDGEMENT AND DECISION MAKING:

- The Greenkeeper is expected to exercise judgement in applying established procedures and practices to the day-to-day operation of the Burnley Golf Course maintenance area.
- The Greenkeeper is also required to exercise judgement in evaluating and recommending improvements with regards to Burnley Golf Course operations & maintenance.

SPECIALIST SKILLS AND KNOWLEDGE

- Experience in the turf maintenance of a golf course

- Experience in the operation of golf course machinery, service & maintenance.
- An understanding of the requirements of the OH&S act and the impacts on staff, contractors, Council and customers.
- Have a basic knowledge of agricultural chemicals, their safe use and storage
- Experience with computerised based irrigation system.
- Strong technical skills and a thorough knowledge of the requirements required to maintain a Golf Course.
- Specialised hand tool skills including roller, chainsaw brush cutter, blower etc
- Sound knowledge of day to day operations of a golf course and an understanding of the game of golf.
- Basic computer skills- Microsoft Office
- Commitment to service ethic and personal service excellence.
- Commitment to ongoing training and development.
- A positive attitude and the ability to lead by example..

MANAGEMENT SKILLS

- Ability to plan and complete one's own work, within a set timetable and in an environment of change and conflicting demands.
- Ability to work independently and take ownership of outcomes and tasks.
- Ability to solve problems through discussion, and teamwork.

INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from members of the public and other employees.
- An ability to effectively communicate with Yarra Staff and external contractors
- An ability to work in and contribute to a team environment.

QUALIFICATIONS AND EXPERIENCE

- Certificate III in Horticulture (Turf Management) (Desirable but not mandatory)
- Experience with computerised based irrigation system.
- Strong technical skills and a thorough knowledge of the requirements required to maintain a Golf Course.
- A valid Driver's Licence
- A current First Aid Certificate
- Working with Children Check
- Chainsaw Certification (Desirable but not mandatory)
- AgVet Chemical Users Certificate (Desirable but not mandatory)

KEY SELECTION CRITERIA

- Experienced in working on a golf course in turf management, or other experience in physically demanding roles.

- Experience in machinery maintenance and operations (desirable but not mandatory)
- An understanding of current OH&S requirements and industry guidelines.
- Be self driven, motivated and able to work autonomously
- Availability to occasionally work weekend shifts,