

Position Title	Greenkeeper
Department	City Assets
Unit	Open Space and Buildings Maintenance
Team	Sportsfields
Supervises	0
Reports To	Crew Leader or Team Leader
Grade	D
Date Prepared	2/09/2019
Date Last Updated	2/09/2019

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

To work as part of a small team of staff in the preparation and maintenance of Council's parks, sportsfields, ovals, turf wickets, etc.

Accountabilities

- Assit the Crew Leader Sportsfields ensure parks, sportsfields, turf wickets, ovals, etc. are prepared, maintained and renovated in accordance with service agreements, rosters and programs.
- Assist the Crew Leader Sportsfields to provide recommendations for annual improvement, maintenance and renovation programs and implement as required.
- Assit the Crew Leader Sportsfields to inspect sportsfields, ovals, etc. particularly following periods of excessive rainfall, and provide recommendations as to whether they should be closed or opened.
- Working of flexible work hours including weekend and public holidays work on an 'as required basis'. □
- Assist the Team Leader Sportsfields and Crew Leader Sportsfields to provide on the job skills development and training to staff.
- Assit the Crew Leader Sportsfields undertake risk and hazard assessments of all areas under their crew's control and where necessary take corrective action.
- Assist the Crew Leader Sportsfields identify, report and where possible rectify landscape deficiencies especially in the area of sportsfield preparation & maintenance.
- Provide assistance and advice to Council, management, staff, customers and the community when necessary.
- Ensure all works under the position holder's control are completed within timeframes. □
- Finalise completion of works requests as allocated.
- Ensure all jobs comply with relevant acts and standards.
- Operate plant & equipment including out-front/ride-on mowers, rollers, edgers, brush cutters and other related plant as required.
- Operate minor plant items/hand tools as required.
- Collect litter and clean park amenities as required.
- Report equipment faults and failures.
- Attend meetings as required through performance of duties.

- Others duties as required from time to time, as directed, within the skills and competencies obtained.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Trades/ Operational

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Intermediate
	Display Resilience	Foundational
	Act with Integrity	Intermediate
	Safety and Accountability	Intermediate
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
 People Leadership	Procurement and Contracts	Foundational
	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Safety and Accountability	Intermediate	<ul style="list-style-type: none"> • Follows through reliably and openly takes responsibility for own actions • Understands delegations and acts within authority level • Is vigilant about the use of safe work practices by self and others • Is alert to risks in the workplace and raises them to the appropriate level
Relationships		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and
Results		
Deliver Results	Foundational	<ul style="list-style-type: none"> • Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/ resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness
Resources		

Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes
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* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Relevant Tertiary qualifications in Greenkeeping, Horticulture or a similar relevant field
- Chemical Users Accreditation Certificate or equivalent
- Current Class C Drivers Licence.

Essential Experience

- Experience in sportsfields preparation and maintenance.
- Skills & experience necessary to fulfil the role, responsibilities, duties and competency requirements of the position.

Desirable Qualifications and or Experience

- First Aid Certificate.
- MR Drivers Licence.
- Experience in operating outfront/ride on mowers, tractors and other turf maintenance plant & equipment.
- Experience in preparation and maintenance of turf wickets and/or golf courses.
- Experience in working in a local government environment.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>