

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Experienced Groundsperson – Sports Maintenance Officer	1344
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
Band 3	362311
<b>DEPARTMENT</b>	<b>DIVISION</b>
Sports Grounds	Operations and Environment
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 8, 2019	City of Ballarat Depot – Trewin Street, Wendouree

## Position Objectives

- To undertake maintenance work on specialised turf fields in sporting reserves and grounds.
- To undertake Park, Reserve and Gardens maintenance and improvement to the City of Ballarat's Parks and Gardens assets.
- To operate and maintain plant and equipment to enable maintenance activities to be completed across Parks and Gardens assets.
- Work as part of a team, utilising safe work practices with a positive can-do attitude.
- Work towards meeting City of Ballarat's goals and vision.

## Key Responsibility Areas

### Plant Operation

- Safe and competent operation of vehicles up to and including 13.9 tonnes G.C.M.
- Operate and maintain a range of medium mechanical plant and equipment in a safe and effective condition, ensuring service requirements, faults and repairs are reported and carried out as required.
- Carry out regular checks, adjustments and minor maintenance including the inspection of mowing blades to ensure all equipment is maintained in a safe and operational condition.
- Assist other employees in the safe and efficient operation of a range of plant and equipment including the demonstration of appropriate Occupational Health and Safety practices.
- General Horticulture (relevant across all Key Responsibility Areas)
- Development, improvement, and maintenance of a range of garden beds.
- Control weed growth by various techniques inclusive of brush cutting and herbicide application.
- Plant identification.
- Assist in a range of parks development works including landscaping, turf installation and irrigation system monitoring.
- Perform tree planting and establishment works and then the associated aftercare like removal of suckers, old tree planting materials, tree watering and mulching.
- Participate in tree removal works: - including tree felling and cross cutting.
- Remove litter and unwanted vegetation.

### Sports Turf Maintenance

- Carry out routine maintenance of turf, including mowing, edging, aerating, fertilising, irrigation maintenance and assist with specialised turf programs such as turf wicket preparation.
- Sports Surrounds Maintenance
- Maintain the surrounds and passive park areas of the sporting venues in a safe and tidy manner by using techniques such as: mowing, spraying, brush cutting, leaf collection, fencing repairs, litter collection, branch collection and grandstand cleaning.
- Graffiti removal.

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## Parks Maintenance.

- Strong focus on horticultural activities relating to the maintenance of parks, reserves and open space assets.
- Typical tasks inclusive of mowing, edging, brush cutting, spraying, tree works, garden bed maintenance and fertilising across the areas of responsibility.
- Broad acre mowing of assets utilising appropriate plant and equipment, like ride-on mowers and tractor operated mowing implements.
- Collect and remove litter prior to mowing works.

## Customer Service

- Maintain high quality public relations in all dealings with the general public, ratepayers, Councillors, contractors, suppliers, Government authorities, other team members and internal departments.
- Treat customer or public requests and comments in a courteous and efficient manner.

## Teamwork

- Participate in team works and projects as directed.
- Promote an environment of team participation and actively contribute to weekly team meetings.
- Work as part of a team, promoting safe work practices with a can-do attitude whilst working towards meeting Councils goals and vision.

REPORTS TO:	DIRECT REPORTS:
Supervisor Sports Reserves	NIL
ORGANISATIONAL RELATIONSHIPS	
Internal:	External:
<ul style="list-style-type: none"> <li>• City of Ballarat Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Service Authorities</li> <li>• General Public</li> <li>• Customers</li> <li>• Volunteer groups</li> <li>• Suppliers</li> <li>• Statutory Authorities</li> <li>• Contractors</li> </ul>

## Accountability and Extent of Authority

- Responsible for the performance of specified works within given time frames.
- Responsible for carrying out plant operation and horticultural work in accordance with accepted standards of quality and productivity.
- Responsible for the achievement of high levels of personal productivity and productivity of any staff under supervision.
- Responsible for the daily inspection, maintenance of and the safe and efficient operation of plant and equipment.
- Responsible for reporting any damages, incidents, or public hazards in the area of responsibility.
- Responsible for providing correct horticultural needs for plant materials under care.
- Responsible for the maintenance and care of tools, equipment, and other City of Ballarat assets.
- Assist in the instruction of team members in the acquisition of safe plant operational skills.
- Responsible for the accurate completion of timesheets, works records, logbooks and other records/reports as required.
- Responsible to abide by any relevant City of Ballarat policies and procedures.

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## Judgement and Decision Making

- Ensure activities are carried out in a manner that complies with the City of Ballarat's Safe Working Procedures and other relevant legislation, to ensure the safety of other employees, safety of the public and Council assets.
- Ensure plant and equipment are used to maximise productivity whilst minimising undue wear and tear.
- Evaluate site requirements and works instructions to achieve results in the most productive and appropriate manner.

## Specialist Skills and Knowledge

- Demonstrated knowledge of the safe and competent operation and maintenance of the standard suite of medium mechanical plant and equipment between 4.5 and 13.9 GCM as utilised in horticultural maintenance including:
  - Mowers: Ride-on and pedestrian
  - Tractor mounted mowers and implements
  - Aerators
  - Rotary hoes
  - Truck and trailer combinations
  - Tipping trucks
  - Tractors
  - Front end loaders
- Competency in general horticultural skills:
  - Mowing
  - Weed control
  - Application of horticultural chemicals
  - Planting
  - Pruning
  - Cultivation
- Safe and competent operation and maintenance of light mechanical equipment as utilised in horticultural maintenance:
  - Brush cutters
  - Mowers: Ride-on and pedestrian
  - Chainsaws/Hedge trimmers
  - Edgers
  - Sprayers
  - Tillers
- Experience in the operation of the standard suite of non-mechanical hand tools as used in horticultural maintenance.
- Reading, writing and numerical skills appropriate for the interpretation of works instructions, performing horticultural chemical application calculations and the maintenance of diaries, works programs and recording systems.

## Interpersonal Skills

- Well-developed oral and literacy skills to communicate effectively with supervisors, team members, other employees, Government authorities, contractors and the general public.
- Co-operate with team members, other Council employees, volunteer groups, government authorities and contractors to achieve desired works outcomes.

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## Qualifications and Experience

- Minimum level of Certificate III in Horticulture, or equivalent.
- Demonstrated relevant experience in horticultural maintenance.
- Current Victorian Drivers Licence.
- Demonstrated relevant experience in the operation of mechanical plant and hand tools as used in horticultural maintenance.
- Other relevant Certificates

From a Health & Safety perspective the City of Ballarat requires all employees adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

## SELECTION CRITERIA

- Qualifications and experience as listed above.
- Demonstrated ability to champion, model and promote the City of Ballarat core values.
- Current Victorian Drivers License
- Operation of mechanical plant and hand tools used in horticultural maintenance.
- Turf maintenance operations with a particular emphasis on turf grass mowing heights and techniques, fertilizer, and herbicide application.
- Literacy and numeracy skills sufficient to maintain daily records, read works instructions and perform chemical mixing and application calculations.
- Basic knowledge in use of computers and iPads
- Knowledge and understanding of health and safety issues relevant to work activities and work area.

## City of Ballarat Core Values

<p><b>We are honest and transparent</b></p>  <ul style="list-style-type: none"> <li>• We tell the whole story.</li> <li>• We provide a context and rationale for our decisions.</li> <li>• We trust each other enough to be honest.</li> </ul>	<p><b>We are accountable</b></p>  <ul style="list-style-type: none"> <li>• We do what we say we will do, when we say we will do it.</li> <li>• We learn from our mistakes and celebrate our successes.</li> <li>• We back up our teammates and also hold them to account with kindness and respect.</li> </ul>	<p><b>We value everyone</b></p>  <ul style="list-style-type: none"> <li>• We show respect to everyone, even if we disagree.</li> <li>• We ensure everyone has access to opportunities.</li> <li>• We are approachable regardless of our position in the organisation.</li> </ul>	<p><b>We work with and for our community</b></p>  <ul style="list-style-type: none"> <li>• We seek to understand our community's needs and take action to meet those needs.</li> <li>• We engage with our community and share what we are doing and why.</li> <li>• We manage our resources responsibly and sustainably.</li> </ul>	<p><b>We work together</b></p>  <ul style="list-style-type: none"> <li>• We work towards common goals.</li> <li>• We support each other through the highs and lows.</li> <li>• We look for the best in each other.</li> </ul>
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# POSITION DESCRIPTION

*The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.*

## ACKNOWLEDGEMENT

*Please sign and date to acknowledge you have read and understood this position description.*

Name:

Signature:

Date: