

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Supervisor Sports Grounds	1118
CLASSIFICATION	ANZSCO CODE
Band 5	362311
DEPARTMENT	DIVISION
Operations	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	Operations - Depot

Position Objectives

- Coordinate the management and maintenance of the City of Ballarat's elite level sports turf surfaces.
- Manage and maintain all Council sports grounds using best industry practice.
- Oversee all sports ground maintenance activities carried out by staff and contractors.
- Monitor budgetary expenditure in accordance with council approved budgets.
- Supervise the installation and maintenance of irrigation systems within sports reserves.
- Promote a culture of complete service delivery by the Sports Maintenance team whilst considering modern turf management practices and promoting staff engagement.

Key Responsibility Areas

- Provide quality customer service regarding all sports ground requests.
- All maintenance activities carried out by staff and contractors are in accordance with best industry practice workplace health and safety requirements.
- Development of an increasingly proactive sports ground maintenance regime
- Manage, mentor, and develop team members to achieve best industry performance.
- Maintain sports ground recurrent expenditure within council approved budgets.
- Schedule equipment to achieve full utilisation for maximum output.

REPORTS TO:	DIRECT REPORTS:
Coordinator Urban Forest and Open Space	Sports Ground team members Irrigation Technicians Apprentices
ORGANISATIONAL RELATIONSHIPS	
Internal: Sport and Recreation team Council staff across the organisation	External: Sports Reserve User Groups Community Groups General Community Suppliers Statutory Authorities Contractors

Accountability and extent of authority

- Ensure sports grounds, turf wickets, oval, surrounds under the position holders control are prepared, maintained and renovated in accordance with service agreements, rosters and programs.
- Provide a high level of customer service to residents, user groups and internal customers.
- Assess the need for specific training of employees and coordinate appropriate training.
- Provide effective supervision of maintenance delivery and the implementation of works programs.
- Responsible for the work performance of team members and to provide advise to the Coordinator on matters of staff counselling, staff development and support.

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- Purchase materials required for the works program in line with Councils purchasing policies and procedures.
- Supervise team members to ensure the safety of employees, the general public and protect Council assets.

Judgement and decision making

- Ability to make decisions on behalf of the organisation in relation to tree management based on detailed turf knowledge, extensive prior experience and organisational objectives.
- Ability to use extensive technical knowledge and prior experience when problem solving new or unusual tree related issues.
- Situations not previously encountered are likely to occur from time to time and guidance may not be available from within the organisation. A combination of prior knowledge, research and innovation may be required to bring about an acceptable solution.
- Utilise sound judgment in decision making when negotiating with internal and external customers in accordance with organisational objectives.

Specialist Skills and knowledge

- Extensive experience in the management of elite level sport turf surfaces.
- Highly developed expertise in pest and disease identification and treatment.
- Demonstrated ability to provide a high-quality customer service.
- Ability to provide technical advice and assist management in the development of maintenance schedules.

Management skills

- Ability to plan, organise and manage own time to achieve set objectives and meet deadlines to deliver expected outcomes amongst conflicting pressures.
- Ability to successfully manage a team of qualified turf managers in an efficient and effective manner to deliver set goals and objectives.
- Ability to manage and implement personnel policies, workplace health and safety and recruitment selection procedures in accordance with organisational objectives.
- Ability provide timely technical support to other parts of the organisation
- Ability to assist in the development of resource growth plans to meet the future management needs of Ballarat's increasing and evolving sports ground assets.
- Lead staff in the creation of a positive team environment that achieves participation productivity, professional development, and mutual support within a safe working environment.
- Engage, coordinate, supervise and develop contractors to deliver programs and projects.

Interpersonal Skills

- Highly developed communication skills, gain the co-operation of customers, contractors, and employees.
- Ability to effectively communicate face to face with customers and colleagues to resolve complex issues in a sensitive manner.
- To mentor, motivate and develop staff to deliver best industry practice and create genuine succession opportunities internally.
- Demonstrate understanding and patience in matters of potential conflict.
- Exceptional written communication skills aimed at various levels.

Qualifications and Experience

- Diploma in Turf Management or equivalent knowledge and experience.
- Business management qualification an advantage
- Demonstrated experience at a supervisory level in the turf management industry.

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- Experience in a specialised sports surface construction, maintenance, and renovation techniques.
- Project Management Qualification or equivalent knowledge and experience.
- Extensive knowledge of workplace health and safety.
- Experience in the preparation and maintenance of turf wickets and/or golf courses

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 listed above
- Experience in budget management and budgetary processes
- Demonstrated highly developed skills in team management and leadership
- Extensive experience in the engagement and management of contractors
- Highly developed skills in pest and disease identification and treatment.
- Extensive background in customer relations and highly developed interpersonal skills
- Values driven to meet organisational goals and outcomes.
- Victorian Drivers Licence

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: