

Job title: Sportsfields Team Member	
Classification: Band 3	Effective Date: June 2023
Reports to: Coordinator Sportsfields	Tenure: Permanent

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

To provide high quality turf management practices and maintenance services in the preparation of sports fields within Whitehorse City Council in a safe, efficient and professional manner.

Key Responsibilities

Position Specific Responsibilities

- Preparation, maintenance and monitoring of sporting ovals, surrounds and turf wickets including, seeding, fertilizing, scarifying, turf wicket preparation, installing goals, mowing, aeration, topdressing, laying instant turf, litter and waste removal and collection of sharps, all in accordance with Council Policy, OH&S & EO guidelines.
- Safely operate a variety of plant and equipment relative to the role including tractors and loaders.
- Quality Customer Service including day to day dealings with sporting club representatives.
- Prioritisation of job scheduling and efficient route planning of routine maintenance across the Municipality.
- Monitoring the works carried out by Contractors working on sports fields.
- Reporting of vandalism and damage of Council property.
- Completion of sportsfield safety audits

Corporate Responsibilities

- Adherence to all Corporate Policies, Procedures and the Overarching Principles in the current Whitehorse City Council Collective Agreement.
- To understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Reporting of any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Ensure appropriate care and use of Council assets and equipment.
- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

Authority

Budget: Nil

Staff responsibility: May be required to supervise apprentices, work experience students and casual employees and provide on the job training based on skills and experience.

Decision Making:

- Ability to work in a team, or as an individual, with general supervision.
- Responsible for day-to-day field decisions relating to preparation, maintenance and monitoring of high quality sporting ovals meeting Council's service delivery standards.
- Make day-to-day field decisions relating to safe and appropriate maintenance practices.
- Provide input into the improvement of relevant operating practices to continuously improve quality standards.
- Accountable for the quality, quantity and timeliness of their work.

Key Relationships

- Sportsfields Coordinator & Team Leader
- Sportsfields Team
- Parks & Natural Environment Manager
- Whitehorse and Parks & Natural Environment employees
- Contractors
- Sporting club representatives
- General public

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Relevant experience in Turf Management, and/ or relevant qualification with a Trade Certificate 3 in Turf Management.
- Proven experience working effectively within a team environment.
- Demonstrated ability to operate a range of turf management equipment including Cylinder Mowers, Tractors, Loaders, Verti-drain, Rollers etc.
- Demonstrated ability to apply all required herbicides, insecticides, fungicides and other chemicals in accordance with safe handling procedures.
- Demonstrated ability to prepare and maintain turf cricket wickets.
- A valid Victorian car and MR truck driver's licence.

Technology

- The incumbent must have the capacity to effectively utilise workplace applications and devices for auditing, completing customer requests, interpreting plans, designs and work schedules, undertaking asset management, and utilising all relevant communication tools.
- Demonstrated knowledge of current and new technology in the turf and horticulture industries.

Interpersonal

- Verbal and written communication skills, for dealing with contractors, the public, other employees and for the preparation of work records, time sheets, instructions and for the resolution of minor problems.

Leadership/management

- Ability to manage time, set priorities and plan and organise own work.

Key Selection Criteria

- Relevant experience in Turf Management, and/ or relevant qualification with a Trade Certificate 3 in Turf Management.
- Proven experience working effectively within a team environment.
- Demonstrated ability to operate a range of turf management equipment and applying all required chemicals
- Demonstrated ability to prepare and maintain turf cricket wickets.
- A valid Victorian car and MR truck driver's licence.

Physical Requirements

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties		✓	
Reading tasks	✓		
Writing tasks, planning works		✓	
Sitting (extended periods)		✓	
Walking/standing (briefly)	✓		
Walking/standing (extended)	✓		
Driving car/utility/truck/plant (ride on mower)	✓		
Lifting/carrying duties (light)	✓		
Lifting/carrying duties (heavy)	✓		
Pushing/pulling tasks (light)	✓		
Pushing/pulling tasks (heavy)	✓		
Chopping/digging tasks	✓		
Bending/kneeling requirements	✓		
Climbing stairs/ladders	✓		
Handling grease/oils	✓		
Exposure to dust/dirt	✓		
Exposure to hazardous materials	✓		
Exposure to noise	✓		
Repetitive arm/wrist/hand movements	✓		
Horticultural Chemicals	✓		
Exposure to Grass	✓		
Exposure to Pollen	✓		