

POSITION DETAILS

Position Title:	Groundskeeper	Position Grade	3
Department / Directorate:	Operations / City Works	Position Status / Hours per Week:	Full Time / 38 hours

PRIMARY PURPOSE OF THE POSITION

The position of Groundskeeper will be responsible for but not limited to the following list of duties:

1. Technical / Operational

- Maintenance duties of sportsgrounds (i.e. field preparation, turf maintenance, irrigation operation, etc)
- Maintenance of surrounds areas (i.e. mowing edging, etc)
- Maintenance of garden areas (i.e., weeding, pruning, planting, etc)
- Reporting, or implementing of, asset maintenance requirements within the parks (i.e. BBQs, seating, amenities etc)
- Inspection and / or maintenance of playground equipment
- General cleaning and rubbish collection duties
- Other duties as required that are consistent with the skills, experience and training of the incumbent

2. Financial

- Fulfil administrative and record requirements, including timesheet information.

3. Teamwork

- Participate in toolbox talks and team meetings
- Project a positive image to the community

SELECTION CRITERIA

Education/Qualifications

- Certificate III in Greenkeeping, Horticulture and/or equivalent relevant experience
- Construction Induction Certificate
- Chemical application/handling Certification and experience in noxious weed control
- Class C Drivers licence

Essential Skills/Experience

- Broad range of general labouring skills
- Ability to work independently and part of a team
- Ability to undertake physically demanding work and heavy lifting
- Demonstrated experience in small plant operation and power tools operation
- Good verbal & written communication skills

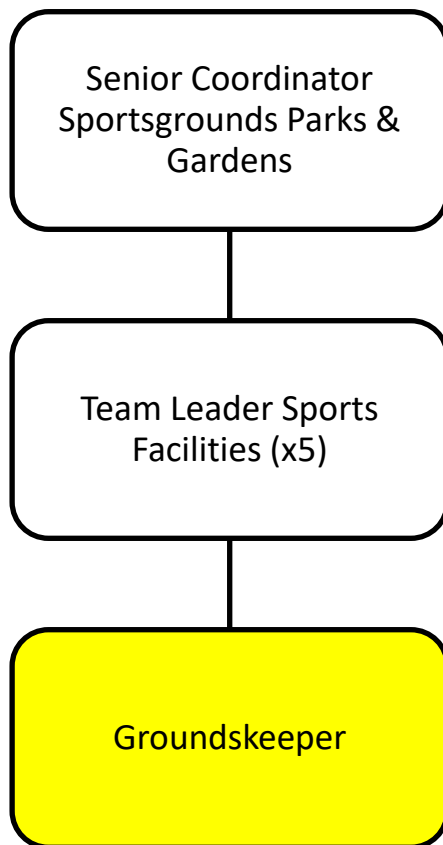
Person Attributes

- Demonstrated ability of high levels of reliability
- Demonstrated ability in using initiative to solve day to day work problems
- Able to work effectively without close supervision
- Committed to safe working practices
- Strong teamwork focus and adaptable regarding type of work to be undertaken
- Bilingual language skills

Desirable skills, experience and/or qualifications

- Diploma in horticulture or similar
- MR drivers' licence or higher
- Plant operation certificates and experience
- Extensive experience and skills in civil works and/or horticulture area
- Bilingual language skills

ORGANISATIONAL CHART



SERVICE ACCOUNTABILITIES – Contributes To

48D. Sportsground improvement and maintenance Service

50a. Passive parks improvement and maintenance services: Tier 1 Regional Parks

CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.

CORPORATE ACCOUNTABILITIES

7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions where appropriate. You are also responsible for the following:

Work Health and Safety

- follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- participate in development of safe work methods and risk assessments with your Supervisor when required;
- actively participate in WHS inductions and training when required;
- wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- participate in workplace inspections if required;
- take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

Certificates of Competency / Licences

- where required for the position, either by legislation or through City of Ryde policies and procedures, Maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

Injury Management

- report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

OUR VALUES

All employees at City of Ryde are to observe our values which are:

Safety

We are committed to preventing injury to ourselves, our team and our community.

Teamwork

We work together with respect and support.

Ethics

We are honest, responsible and accountable for our actions.

Professionalism

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	