

SPORTS FIELD GROUNDSPERSON

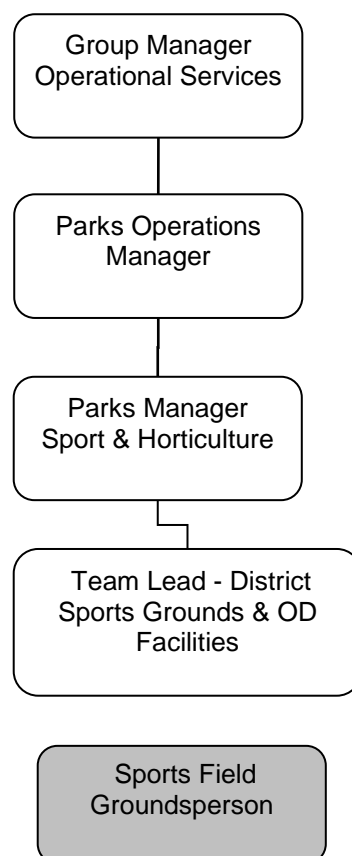
POSITION DESCRIPTION

POSITION INFORMATION

Group	Operations
Team	Parks Operations
Reports to	Team Lead - District Sports Grounds and Owen Delaney Facilities
Direct Reports	Nil
Primary Location	Owen Delaney Park
Financial Authority	Nil

TEAM STRUCTURE

Organisation structure of the position in relation to direct team



POSITION PURPOSE

Contribute to the efficient development & maintenance operations of sports fields and reserves in the Taupo District

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Sports Field Operation	<ul style="list-style-type: none"> Competently carry out the tasks required to maintain the Taupo District's sports fields to a high and professional standard Operating both manual and automatic irrigation systems Carrying out minor irrigation repairs Applying fertiliser and selective herbicides to sports fields using standard practices Assist with the planning for and initiate seasonal renovation and weekly maintenance and preparation works to ensure all sports fields [including cricket pitches] meet the requirements of users Operating tractors and ride on mowers Operating small machinery including weed eaters, mowers, rollers, line markers, chainsaw and sprayers Recognising factors that can impact on the quality of the sports turf such as; turf fungal diseases, high wear areas, broadleaf weed infestation, irrigation faults etc Understanding and being able to action all sports field renovation and maintenance procedures Ensuring public enquiries and comments are responded to courteously and in a way that enhances Council's image in the community
Reserves Operations	<ul style="list-style-type: none"> Assisting with District Reserve Operations and ensuring that the work is carried out in a high and professional standard as and when required Ensure litter is removed from a site before undertaking further maintenance. Assist with planting and minor pruning as required
Vehicle and Equipment Maintenance and Security	<ul style="list-style-type: none"> Ensuring that vehicles and all equipment are maintained correctly and kept in a clean and safe working condition Ensuring plant and equipment is secure when not in use Ensure parks depot and buildings are kept secure, clean & tidy reporting any damage to property or equipment failure to the Team Lead Sports Fields Carry out machinery checks and minor maintenance tasks [oil/water filters, greasing, blade sharpening etc]. Monitor service intervals and licenses. Ensure team members are also doing this for plant they are responsible for. Report issues to the Team Lead Sports Fields
Records and Reporting	<ul style="list-style-type: none"> Ensure accuracy of information/records in systems adopted by the department/organisation. Produce accurate reports as required for managers and/or SLT

Responsibility	Key Functions/outcome
Health & Safety and Wellbeing	<ul style="list-style-type: none"> Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) Take responsibility for your own health and safety Ensure your own actions keep self and others safe Identify, report and assist to eliminate hazards/risks in work place Participate in local work place safety management practices Participate in workplace wellbeing initiatives Ensure compliance under Health and Safety at Work Act 2015
Project Management	<ul style="list-style-type: none"> Undertakes projects and/or other initiatives that may be assigned by the manager or SLT
Emergency Management	<ul style="list-style-type: none"> Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> Taupo District Council staff district wide 	<ul style="list-style-type: none"> Members of the General Public Sports Field User Groups Suppliers/Contractors Event organisers Volunteer groups

VISION

“Making a better life for you and your families. We’re in this together – let’s make it work!”

VALUES

Kia kōtāhi mai – We’re in this together

Unite

Connect

Deliver

Kōtahitanga

Six key behaviours summarises how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do

- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Drivers Licence • Certificate in Sports Field Maintenance • Grow Safe Spray Applicators Certificate 	<ul style="list-style-type: none"> • First Aid Certificate • Traffic Management – Level 1 • Chainsaw Safety Certificate

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Excellent interpersonal skills • Good oral and written communication skills 	<ul style="list-style-type: none"> • Irrigation systems knowledge • Knowledge of Taupo District

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Sportsground and reserve maintenance experience • Experience in operating machinery used in Sportsgrounds and reserves • Experience in Cricket Wicket maintenance • Customer service 	<ul style="list-style-type: none"> • Divisional functions within Taupo District Council

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		