



Pymble Ladies' College

POSITION DESCRIPTION

Title: Greenkeeper
Reports to: Assistant Campus Manager

POSITION SUMMARY

The Greenkeeper reports to the Assistant Campus Manager. This role is to lead our greenkeeping maintenance and turf renovation programs. The Greenkeeper will utilise their skills and excellent greenkeeping knowledge and practice to ensure the first-class presentation of the College sports fields, lawns, amenity turf areas, artificial surfaces, and grounds. Working in partnership with contracted support the Greenkeeper will assist in providing expert guidance and direction to fulfil tasks.

KEY RESPONSIBILITIES

- 1. College Grounds Maintenance Management and Presentation**
 - 1.1 Efficiently and effectively organise work to complete maintenance programs and duties
 - 1.2 Prepare and maintain all turf and synthetic surfaces
 - 1.3 Operate and maintain plant machinery and equipment
 - 1.4 Program, audit and maintain oval and lawn irrigation systems
 - 1.5 Prepare, apply and record chemical and fertiliser use in line with safe use legislation
 - 1.6 Ability to Identify turf pests, weeds and diseases
 - 1.7 Sound knowledge of insecticides, herbicides and application thereof
 - 1.8 Collaborating with key stakeholders to identify needs, manage sports set up including line marking
 - 1.9 Ensure cost effective and efficient use of resources
 - 1.10 Undertake turf renovation works to full establishment as directed by the Assistant Campus Manager

- 1.11 Ensure a high overall presentation of grounds
 - 1.12 Take direction from Assistant Campus Manager and carry out tasks in an appropriate and responsible manner.
- 2. Communication**
- 2.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.
- 3. Risk and Compliance**
- 3.1 Report directly to the Principal on any matters relating to child protection.
 - 3.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.
- 4. Professional Learning**
- 4.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.
- 5. Other duties may be required from time to time**

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College
- Hold a Certificate III in Greenkeeping or Sports Turf Management
- Possess a Chemical Application Certificate
- Sound knowledge and understanding of turf management
- Experienced in the use and maintenance of plant machinery and greenkeeping equipment
- Demonstrated experience in leading out a work program with the assistance of others
- Ensure the provision of a first class facility with a high attention to detail
- Demonstrated ability to lead, engage and partner with staff to fulfill work duties
- Responsible and able to work alone and show initiative
- Enjoy an outdoor working environment and able to work in unfavorable weather conditions at times

- Strong communication and interpersonal skills with the ability to enhance team effectiveness
- A proven commitment to safety in the workplace
- Demonstrated knowledge of relevant legislation including the WHS Act 2011, WHS Regulation 2017 and SafeWork NSW requirements
- Flexibility in weekend work required for sport
- Possession of a full driving license
- Sound understanding in the use of Microsoft suite of applications, email and Work/Task scheduling tools.
- Demonstrated ability to work effectively within a team environment
- Physical fitness sufficient to undertake the responsibilities required