

POSITION DESCRIPTION

Apprentice Sports Turf Management
(POS2748, POS2783)

Directorate:	Operations	Department:	Parks and Open Space
Position Grade:	T1-10	Reports to:	Team Leader Parks
Last review:	January 2025	Next review:	January 2027
		Version No.:	1.0

Position purpose:

In this temporary full-time four-year role, you will complete study in the Certificate 3 in Sports Turf Management whilst contributing to, and developing practical skills in, the maintenance and upkeep of councils' sporting fields, parks, gardens and public trees.

Key accountabilities/responsibilities:

Responsible for:

- 1) Participation in, and successful completion of, all required training and other required evaluations.
- 2) Progress through the Apprenticeship milestones in a timely manner.
- 3) Participation and engagement in all workplace learning opportunities.
- 4) Assist Council's parks teams with the following,
 - a. Cricket Pitch Curation
 - b. Fine Turf Management
 - c. Park maintenance
 - d. Tree maintenance
 - e. Garden maintenance
 - f. Weed control
 - g. Rubbish removal
 - h. Landscaping
 - i. Street tree planting
 - j. Park furniture and equipment repair
 - k. Making safe damaged infrastructure and surfaces
 - l. Cleansing services
 - m. Operation of relevant plant and equipment
- 5) Carry out works in accordance with the Work Health and Safety Act and Parks Procedures.
- 6) Attend meetings and offer suggestions for improvement.
- 7) Build professional relationships with colleagues and internal customers.

Decisions made in the position:

- 1) Completion of allocated tasks and duties in a timely manner
- 2) Always maintaining a professional appearance in the workplace.
- 3) Working professionally and collaboratively as part of a team.
- 4) Delivery of excellent customer service to both internal and external stakeholders

Decisions referred:

- 1) Tasks outside the scope of the position

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Key issues/challenges:

- 1) Completion of training, tasks and documentation within specified timeframes
- 2) Demonstrate ability to take on constructive feedback and improve performance.
- 3) Highly effective teamwork
- 4) Ensuring a safe and non-hazardous working environment for all Council employees and the community

Key working relationships:

- | | |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Team Members and Team Leader• Coordinator - Parks | <ul style="list-style-type: none">• Members of the public• Other team members of Council• Manager City Works Parks Sports and Open Spaces |
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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Completion of Year 10.
- Willing to enrol and complete apprenticeship in Certificate 3 Sports Turf Management
- Class C driver's licence (or Provisional licence)
- Willing to obtain MR license.

Experience

- A genuine interest in the outdoors, sports turf, horticulture, gardening and landscape maintenance.

Knowledge and Skills

- Knowledge of horticultural practices.
- Ability to set priorities and organise work.
- Strong communication skills.
- Able to take direction and implement feedback on performance.
- Demonstrated ability to work as part of a team.
- Demonstrated willingness to learn.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Current MR Drivers Licence
- First Aid
- Construction Induction Certification (White Card).
- Higher School Certificate

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous