

JOB DESCRIPTION

Job title:	Head Greenkeeper
Classification:	Maintenance and Horticultural Management Level 2
Reporting to:	General Manager
Salary:	As per Employment Agreement
Location:	Engadine Bowling & Recreation Club Ltd Wisemans Park Wollongong City Bowling Club Ltd Club Kirrawee

Purpose of the position

The role of the Head Greenkeeper is to manage and oversee the preparation, maintenance and upkeep of all outdoor facilities of the club. These operations include but are not limited to; the maintenance of bowling greens and surrounds; green construction; applying chemicals, fertiliser and pesticides; and irrigation.

The Head Greenkeeper will also be responsible for the maintenance of outdoor areas including car parking, gardens, nature strips and fencing, along with all external WHS matters and reporting.

All works outside the scope of the Job Description shall be completed after liaising with, and approval from the General Manager.

Duties & Responsibilities

- a) Greens and Surrounds Maintenance
 - Create a greens and surrounds (including gardens) maintenance program and communicate effectively with Assistant and Apprentice Greenkeepers.
 - Plan, coordinate and oversee the renovation, construction or re-building of bowling greens and their surrounds.
 - Develop and implement the greens budget in accordance with greens and surrounds requirements.
 - Monitor for weeds, pests and disease throughout the greens and surrounds.
 - Create programs to control weeds, pests and disease in the greens and surrounds, in a safe and environmentally conscious manner.
 - Always work using industry best practice and set the highest of standards.
 - Report any issues or suggested improvements to the General Manager in a prompt manner.
 - Operate and maintain pumps, irrigation equipment and drainage systems and supervise others who carry out these tasks.

- b) Workplace Health and Safety
 - Ensure all external areas of the premises are clean and safe.

- Review all external work practices to ensure WHS standards are maintained.
- Identify areas of the Club that need repair and follow-up any outstanding actions. Keep diary notes of dates issues have been identified, maintenance organised and finalised.
- Arrange prompt maintenance and repairs, confirm major maintenance projects with the General Manager.
- Ensure Assistant and Apprentice Greenkeeper's actively monitor and address WHS policies, procedures and issues.
- Ensure all machinery is operated in accordance with operating instructions, and Assistant and Apprentice Greenkeepers receive the appropriate training to operate machinery.
- Review machinery operating instructions regularly to monitor WHS risk management.
- Be an active member of the WHS Committee and ensure prompt responses to issues.
- Ensure external compliance signage, safety and hazard signage is up to date and relevant. Review these items on a regular basis.
- Ensure designated external smoking areas are maintained and compliant with relevant health guidelines.
- Ensure WHS matters are reviewed at external venues that the Club is contracted to work with, and that appropriate policies are in place to ensure safe workspace for Club employees.
- Plan and apply for community grants that can improve the WHS compliance within the Club.

c) Facility and Equipment Maintenance

- Implement and ensure industry best practice is maintained in usage and maintenance of all machinery.
- Plan and schedule machinery maintenance.
- Ensure daily checks are completed on machinery including but not limited to, fuel, oil, filters, equipment condition and safety.
- Report all major issues and faults to the General Manager immediately.
- Repair and maintain facilities where applicable.
- Ensure daily check are completed on Club Facilities including but not limited to, seats, shades, carpark areas, external lighting.
- Ensure external areas of Club premises are clear of rubbish (carpark, gardens etc.)
- Assist in the maintenance and upkeep of 'The Lawn'.

d) Administration

- Implement Club policy as determined by the Board of Directors and General Manager.
- Implement the General Manager's instructions.
- Provide the General Manager with professional advice regarding all areas of compliance and safety.
- Develop with the greenkeeping team, budgets and management tools to monitor expenditure and effectively communicate these to the General Manager.
- Prepare and present written reports to the General Manager and Board of Directors monthly, and a verbal report quarterly.
- Actively maintain existing contracts with other venues, and conduct feasibility studies on increasing our venue numbers.
- Actively participate in the scheduling of events and activities when directed.
- Regularly review information available about new skills, machinery and trends within the industry and look to implement those appropriate.
- Assist in the planning for, and submission of Community Grant applications to Club and sporting projects for the benefit of the community.

Academic or trade qualifications

REQUIRED

Certificate III Sports Turf Management
Chemical Application Certification

BENEFICIAL

Diploma Sports Turf Management
First Aid & CPR Qualifications
Business Finance skills for Budgeting
Project Management Qualification

Specific skill, knowledge and attribute requirements

Essential	Desirable
Adaptability and flexibility to accommodate change and provide responsive services to meet the needs of members	Budgeting and capital expenditure planning
Effective communication skills, both written and verbal	Facility Management – Repair and maintenance of clubhouse facilities, external areas and car park
Ability to work within schedules, and complete tasks to deadlines	Project Management skills
Work and actively contribute as part of a multi-skilled team	History of Grant applications
Develop and learn new skills and methods	
Planning and organisational skills	
Machine maintenance skills	

Relationships

With	Purpose
General Manager	The Head Greenkeeper shall be supervised and supported by the General Manager of Engadine Bowling Club. They will work together to ensure the highest standard of facilities are offered to the members
Management of Contracted Venues (WPWC and Club Kirrawee)	The Head Greenkeeper shall communicate effectively with the Management of our contracted venues to ensure that their expectations are being met at all times and the work is being completed within the bounds of the Agreements
Engadine Cougars Bowling Club Management, and the Sports & Community Coordinator	The Head Greenkeeper shall work effectively with the representatives of the Bowling Club, and the Sports & Community Coordinator to provide the requirements for all events. Effective planning with the representatives will ensure positive outcomes for the members
Assistant Greenkeepers and Apprentices	The Head Greenkeeper is responsible for the training and development of the Assistants and Apprentices that work underneath them. The Head Greenkeeper should be confident that they, in his absence, can confidently deliver facilities that meet the Club's expectations
Operations Manager and Supervisors	To ensure effective, efficient, and safe operation of the club at all times
External Contractors and Suppliers	Maintain strong and effective relationships with all external contractors and suppliers to ensure the Club receives quality supplies and labour when required, or emergency assistance if needed

Vision, Mission and Values

VISION	
To provide a vibrant and inclusive hospitality experience for our community.	
MISSION	
Engage our people. Enhance their experience. Support our community. Grow the Club.	
VALUES	
For Community	We exist and operate for the sole purpose of enriching the lives of the people within our community
Exceed	We exceed the expectations of our community through service, experiences, opportunities, and innovation
Care	We are respectful and compassionate. We listen to our community and invest in their future
Achieve	We make things happen and get the desired outcome for our community. We strive for best practice
Collaborate	We listen to our community and show leadership by working together
Learn	We seek information and education to improve on our shortcomings and provide the opportunity to flourish