



## **POSITION DESCRIPTION**

<b>POSITION TITLE</b>	<b>Greenkeeper</b>
<b>RESPONSIBLE TO</b>	Branxton Golf Club Board of Directors
<b>PURPOSE</b> (What is position here to do?)	<b>To ensure that Branxton Golf Club's Golf Course is maintained to the highest possible standard and to strive to have it regarded as one of the best in the region in comparison to similar 9 hole courses in the Hunter Valley region.</b>
<b>KEY ACCOUNTABILITIES</b> (What is job holder accountable for achieving?)	<ul style="list-style-type: none"> <li>• Branxton Golf Club Golf course is prepared and maintained to established standards and expectations of the Members and the Board.</li> <li>• Plant equipment and machinery is maintained in working order.</li> <li>• Reasonable care for own health and safety is taken and personal acts or omissions do not adversely affect the health and safety of others.</li> <li>• Work Health and Safety (WH&amp;S) operational procedures and risk control measures are complied with at all times.</li> <li>• Comply with lawful instructions given and co-operate with any reasonable and communicated policy, procedure or instruction.</li> <li>• Key Stakeholders (Members and the Board) are satisfied with the Greens, Green Surrounds and Tees.</li> </ul>
<b>MAIN ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Undertake the overall management and delivery of works associated with the Golf course in line with good industry practice and consistent with agreed activities and expenditure.</li> <li>• Supervise any volunteers to ensure achievement of agreed outcomes.</li> <li>• Plan and carry out effective maintenance, improvements and renovation of the golf course through the development of <b>Annual, Monthly, Weekly and Daily programs and work schedules.</b></li> <li>• Identify and control weeds, pests, fungal disease by the spray application of chemicals and Herbicides.</li> <li>• Safely operate plant and equipment, including conducting pre-inspections plant/equipment checks.</li> <li>• Ensure that all machinery, plant, tools and equipment are kept in good working order and are cleaned and oiled regularly.</li> <li>• Work sheds are to be tidy and kept clean.</li> <li>• Chemicals and toxic substances are appropriately stored and secured in a locked space.</li> <li>• Ensure all protective equipment is stored and kept dry and worn at all times when using said chemicals and toxic substances.</li> <li>• Ensure that unauthorised persons do not have access to</li> </ul>



	<p>the chemical storage area.</p> <ul style="list-style-type: none"> <li>• Herbicides, pesticides and sprays are applied as per Label instructions and recognised safety methods, including that relevant to Club guests, staff, Members and neighbouring properties.</li> <li>• Carry out 6 monthly risk assessments and identify hazards and recommended actions to address same.</li> <li>• Keep a register of Herbicides, Pesticides, Fertilizers, and top dressings, to include application details and application time / date.</li> <li>• Liaise effectively with management, user groups, contractors and suppliers.</li> <li>• Ensure that all accidents, incidents and near misses re reported and documented.</li> <li>• Work as part of a team and actively demonstrate a willingness to support and achieve the Clubs Strategic objectives and plans.</li> <li>• Carry out other duties in line with skills, experience and capabilities as required by management...</li> <li>• Undertake approved professional development to ensure skills and knowledge is current.</li> </ul>
<p><b>QUALIFICATIONS and EXPERIENCE</b> (Including Education and Training)</p>	<p><b><u>ESSENTIAL</u></b></p> <ul style="list-style-type: none"> <li>• Trade qualified with minimum Certificate iii in Sports Turf management or equivalent.</li> <li>• Demonstrated experience in golf course maintenance and renovations.</li> <li>• Chemical Handling Certification and demonstrated experience in safe and appropriate use of chemicals and toxic substances.</li> <li>• Demonstrated experience in the use, maintenance and repair of irrigation systems and associated equipment.</li> </ul> <p><b><u>DESIRABLE</u></b></p> <ul style="list-style-type: none"> <li>• First Aid Certificate</li> <li>• White Card</li> <li>• Experience in managing volunteers.</li> </ul>
<p><b>SKILLS/KNOWLEDGE and ABILITIES</b> (Includes personal attributes and qualities)</p>	<p><b><u>ESSENTIAL</u></b></p> <ul style="list-style-type: none"> <li>• Sound communication skills.</li> <li>• Well-developed problem solving skills, particularly in the identification and management of pests, diseases and weeds.</li> <li>• Self-motivated, dependable with good time management and organisational skills.</li> <li>• Attention to detail and ability to multi-task.</li> <li>• Knowledge of budget preparation and implementation.</li> <li>• Working knowledge of risk assessments and hazard identification.</li> <li>• Demonstrated skills and knowledge in basic repair and maintenance of a wide range of horticultural plant, tools, equipment and machinery.</li> </ul>

# **BRANXTON GOLF CLUB**



	<ul style="list-style-type: none"><li>• Demonstrated knowledge of safe manual handling practices.</li><li>• Working knowledge of Work Health and Safety responsibilities and a commitment to participating in any relevant WH&amp;S training.</li></ul> <p><b><u>DESIRABLE</u></b></p> <ul style="list-style-type: none"><li>• Understanding of the game of golf</li></ul>
<b>OCCUPATIONAL REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Flexibility to work early mornings, weekends and some public holidays.</li><li>• Ability to lift 20 kilograms.</li><li>• Able to work outdoors for long periods of time</li><li>• Time off and periods of leave to be scheduled with minimum impact on golf operational activities.</li></ul>
<b>To Apply</b>	Email applications to the President Branxton Golf Club at <a href="mailto:branxtongolfclub@westnet.com.au">branxtongolfclub@westnet.com.au</a> by close of business 16th July 2021.