

POSITION DESCRIPTION

Position Title:	Turf Maintenance Officer
Position Number:	11131
Directorate:	Strategic Projects & Infrastructure
Reports to:	Leading Hand Horticulture
Department:	Infrastructure Services
Agreement:	<i>City of Karratha Enterprise Agreement 2023</i>
Classification:	MEU Level 4

1. POSITION OVERVIEW

The Turf Maintenance Officer is responsible for performing the tasks and duties as assigned with the aim of achieving a standard of presentation of the parks, and reserves in accordance with the objectives, Level of Service for Parks & Gardens and requirements of the Council.

1.1 Position Objectives

- Deliver high quality turf to the standard applicable to its use (active or passive).
- Complete allocated tasks for the turf management programs.
- Use equipment safely and correctly.
- Administration tasks as required.

2. DUTIES & RESPONSIBILITIES

2.1 Litter

- Collect all litter and hazardous material prior to mowing and dispose of in an appropriate manner.
- Check amenities, record and report any damage to the leading hand immediately

2.2 Turf Presentation and Pest Eradication

- Identify weeds and pests and use appropriate methods of control, i.e. through mechanical means or use of chemical control measures.
- Undertake visual inspections of turf and advise Leading Hand if fertilising required.
- Undertake fertilising of ovals and parks as required, using appropriate machinery.
- Ensure turf areas are mowed to the appropriate heights standard to reflect passive or active use
- Assist in turf renovations of ovals and parks as directed.

2.3 Technical

- Identify and report reticulation problems within lawns and gardens promptly to Leading Hand.
- Repair minor reticulation faults as directed.
- Assist with construction projects and major maintenance works as instructed.

2.4 Mowing and Brush Cutting

- Maintain presentation of open spaces, verges, drains etc, keeping weed growth to a minimum, by operating various mowers and machinery.
- Maintain presentation of parks, ovals and surrounds, by mowing whipper snipping and edging as scheduled.
- Any other instruction or duty, including maintenance, as required by Parks and Gardens Coordinator.

2.5 Plant Operation

- Operate and maintain ride on lawn mowers.
- Operate other machinery of medium to high skill level as required associated with maintaining City parks and reserves.
- Identify and report any maintenance issues for machinery and report any machinery faults or damage

2.6 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Judgement & Problem Solving

- Ability to work under minimal direction either alone or in a team environment.
- Ability to manage work commitments and meet deadlines.
- Required to make technical and operational decisions relating to own work and safety and safety of the public.

3.2 Specialist Knowledge and Skills

- Significant experience in the operation of various mobile plant and medium to high level skill on each.
- Previous experience with garden maintenance and the use of associated plant and equipment.
- Good knowledge with the use and maintenance of various types of equipment associated with parks and gardens maintenance.

3.3 Interpersonal Skills

- Ability to work well with in a team.
- Developed communication skills to enable them to effectively provide advice to other employees, higher level staff, clients, suppliers and members of the public.

3.4 Physical Requirements

- Fitness, agility and mobility to safely carry out use of necessary tools and perform heavy lifting in accordance with Worksafe guidelines.
- Fitness, agility and mobility to safely carry out tasks in a variety of weather conditions from extreme heat and humidity to cold windy conditions.

3.5 Qualifications and Experience

- Study towards a Certificate II or a non-trades Certificate III, or relevant experience in the garden maintenance field
- Experience in mobile plant operation and certificates of competency for relevant machines required for parks & garden construction and maintenance
- Current Manual HR driver's licence
- Knowledge of best practice turf management principles and practices
- National (or Federal) Police Certificate (no more than 6 months old)
- Experience in chemical use and basic worksite traffic management desirable