

# POSITION DESCRIPTION - GREEN KEEPER

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### Main Purpose of Position:

The Greenkeeper is responsible for the establishment and maintenance of greens, ovals and gardens on all club grounds. Equally important is the upkeep and service of machinery and maintaining general maintenance of this equipment to perform daily tasks. The coordination of a wide range of turf maintenance and establishing activities including: operating specialised machinery; constructing and cultivating turf playing surfaces; installing irrigation systems; controlling weeds, pests and diseases.

### Reporting to:

General Manager, Assistant Manager

### Key Duties and Responsibilities:

- Supervision and training of subordinate staff, including tradepersons and apprentices.
- Presenting verbal and written reports to management.
- Application of chemicals, correct storage and recording.
- Activities requiring specialist skills.
- Responsible for OH&S management outdoors.
- Machinery maintenance and repair.
- Induction of staff in safe operation of machinery.
- Maintain, renovate and construct surfaces to different specifications.
- Obtaining quotes and overseeing sub-contractors.
- Supervises and participates in the operation and maintenance of pumps, irrigation equipment and drainage systems.
- Solve conflict between sporting codes.
- Develop and implement maintenance programs for all greens.

### Responsibilities for Equipment/Tools:

- Office keys.
- Uniform.

### General:

- To contribute to company objectives and values.
- To attend training and continuous development opportunities as required.
- Continuously look for improvements to the service and important for effective good practice.

The duties and responsibilities highlighted in this Position Description are indicative and may vary over time. The Greenkeeper is expected to undertake other duties and responsibilities relevant to the nature, level and scope of their capabilities.

### Physical Demands:

While performing the duties of this job, the employee is regularly required to:

- Walk and stand.
- Bend forward.
- Kneel down.
- Reach and grasp.
- Repetitive bending and lifting of items.

I \_\_\_\_\_ have read and understand the requirements of the position.

\_\_\_\_\_  
Signed - Employee

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed - Manager

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date