

## APPENDIX ONE

### POSITION DESCRIPTION

**Position:** Grounds Assistant and Mower operator – part time ( 27hrs/week)

**Location:** Redwood Park Golf Club, 13 Knox Rd, Swanson, Auckland

**Reporting to:** The Course Superintendent

**Liase with:** General Manager, Staff

**Position Purpose:** The person is accountable to the Course Superintendent and will, **under supervision**, assist the Course Superintendent and the Deputy Course Superintendent on a day to day basis in achieving the efficient management of the Clubs Course, providing a high standard of service to the members, and the following duties associated with the Course operation.

Performance area	
A. Course and Environs	<ol style="list-style-type: none"> <li>1. Implement daily maintenance schedules and development programmes, following best practice, as directed by the Course Superintendent or delegated representative.</li> <li>2. Ensure that the grounds maintenance complex ( shed and washbay ) and nearby environs is kept efficiently organised, clean, safe and secure (where possible)</li> </ol>
B. Machinery and Equipment Maintenance	<ol style="list-style-type: none"> <li>1. Operate all machinery and equipment with due care and economy , in accordance with safety guidelines and best practice.</li> <li>2. Ensure the quality of work is achieved to meet the expected results of course performance and presentation</li> <li>3. Implement maintenance requirements after using the machinery and equipment to ensure it is ready for others to use.</li> </ol>
C. Statutory obligations	<p><u>Health and Safety</u></p> <ol style="list-style-type: none"> <li>1. Ensure all safety procedures are followed.</li> <li>2. Follow safe work practices when using chemicals and dangerous goods</li> <li>3. Attend health and safety meetings and/or training as requested by the Grounds Manager</li> <li>4. Report any hazards / risk and incidents that have or may cause harm</li> <li>5. Operate machinery as per Manufacturers guidelines or as trained by Course Superintendent.</li> </ol>
D. Team work and Communication	<ol style="list-style-type: none"> <li>1. Contribute positively to a team approach including working with external contractors and suggesting ways to improve the efficiency and effectiveness of the course maintenance .</li> <li>2. Maintain positive communication and goodwill with all staff and course participants, minimizing noise levels and</li> </ol>

<b>Performance area</b>	
	interruption when close to play. 3. Document or advise the Course Superintendent of any course issues , hazards and problems with machinery
E. Personal Development	1. Carry out professional development and training to learn and/or maintain technical skills and to contribute to operational innovation
F. Time management	1. Carry out tasks and responsibilities in a timely manner
G. General	Undertake other duties related to the job but not specifically detailed in the job description

### **JOB SCOPE – ASSISTANT GREENSKEEPER**

Course	<p>Fairway mowing Greens rolling Greens mowing Roughs mowing Bunker maintenance Tee mowing Irrigation operation and maintenance Divot repair Green hole cutting Sanding of greens Shifting tee markers Daily flag pin location Course markers Apply fertilisers , chemicals ( subject to training and experience) Chemical and dangerous goods handling ( subject to training and experience) Maintain Practice area Tournament preparation Renovate , core ,re sow, and repair Drainage</p>
Environs	<p>Mowing/trimming rough areas Paths maintenance Maintain drains</p>

	<p>Tree trimming and mulching  Wood splitting  Repair any built structure , like fences, seats, signs and buildings  Remove tree litter  Empty rubbish bins  Clean and maintain on course toilets  Clean and maintain drinking fountains  Maintain gardens  Ensure that the grounds maintenance complex and nearby environs is kept efficiently organised , clean , safe and secure  Carpark maintenance  Firewood for Clubhouse  Water blasting hard surface areas</p>
Machinery and plant	<p>Maintenance plans  Cleans, lubricates ,and re fuels machinery  Good record keeping on machinery maintenance  Safe operating procedures</p>

#### **CORE BEHAVIOURS- GROUNDS ASSISTANT**

- Technically experienced
- Attention to detail with high quality standards of work
- Effective and collaborative communication – oral and written
- Can understand and implement safe work practices and operational guidelines for machinery /equipment
- Thrives in a multi task environment
- Solution focussed and problem solver

#### **HOURS OF WORK**

Weekdays : 7am – 3.30pm ( 3 days or 24hrs per week )

Weekend course prep : 6.30am – 9.30am (Saturday) or at a time set by the Course Superintendent