



Job title: Greenkeeper

Reporting to: Course Superintendent & Assistant Course Superintendent

Location: Hawks Nest Golf Club

Purpose of the position

To carry out duties assigned by the Course Superintendent and/or the Assistant Course Superintendent in relation to the implementation of programs developed regarding the presentation and maintenance of the golf course, clubhouse surrounds, and carpark.

To assess machinery and equipment for maintenance needs and carry out such maintenance as required.

Duties & Responsibilities

- Assist with Irrigation scheduling, repairs and maintenance
- Provide input for and carry out machinery maintenance
- Chemical and fertilizer application in accordance to Pesticides Act 1999
- Assist with the implementation of renovation programs
- Ensures ongoing WHS compliance
- Carry out duties as assigned on a daily basis
- Assist with the supervision and training of volunteers
- Environmental compliance
- Carry out course improvements as identified
- Communication amongst staff, members, and volunteers
- Maintains facilities in a correct and orderly manner
- Care and use of all workshop tools and equipment
- Attends training to maintain certifications and develop skills as may be determined beneficial for the carrying out of duties
- Does not smoke in the company vehicle and obeys all road laws
- Makes suggestions for improvement as appropriate
- Ensures swearing, foul and discriminatory language will not be tolerated
- Performs all other duties as requested by the Course Superintendent and management from time to time

Academic or trade qualifications

Chemical certification

Certificate III in Sports Turf Management

Specific skill, knowledge and attribute requirement

Essential	Desirable
Operation of machinery	Knowledge of the use of effluent water
Communication skills	Knowledge of Toro LTS control system
Chemical certificate	Experience working in a small team
Reporting and record keeping	Chainsaw operation
Organisational skills	
Ability manage time efficiently	

Relationships

With	Purpose
Course Superintendent	The Groundsman is supervised and supported by the Course Superintendent, to take direction from on a daily basis
Assistant Course Superintendent	The Groundsman is supervised and supported by the Assistant Course Superintendent, to take direction from on a daily basis
Staff	To work with and direct other staff if and when required
Other Club Employees	The Groundsman is to maintain a professional working relationship with all other staff for the benefit of Hawks Nest Golf Club
Members and Guests	To be approachable and courteous to members and guests

Workplace Health and Safety

Essential	
Cares for the health and safety of self and others	
Identifies and reports unsafe, unhealthy or hazardous working conditions	
Uses and ensures the use of personal protective equipment as required	
Does not engage in practical jokes that could harm the health or safety of another person	

Environmental Duties

Essential	
Cares for the environment	
Follows workplace procedures and instructions to avoid pollution of storm water, soil, ground water and the atmosphere	
Maintains workplace practices to ensure a pollution and waste free environment	
Identify and report environmental hazards	
Use continuous improvement processes to report environmental hazards and risks or waste of natural resources	

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Performance review period: 12 months

Next review date: _____