Information Pack

Turf Maintenance Supervisor

Your application must be lodged online – City of Rockingham Jobs

Applications are open until the City receives a suitable pool of potential candidates. This means applications will close without notice so, if you are interested, apply as soon as possible.
Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.
"Refer to Resume" is not accepted as a response; your application will be regarded as incomplete and will not proceed.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying

Employment Conditions

Location	City of Rockingham Depot, Crocker Street, Rockingham
Agreement	City of Rockingham Industrial Agreement 2024, or its successor
Salary Range	**$102,707 to $110,461** per annum depending on skills and experience
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 9-day fortnight (ie 76 hours worked over nine days, with the 10th day rostered off).
Superannuation	12% with the option to co-contribute up to a maximum of 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.

Position Description

Title: Turf Maintenance Supervisor

Tenure: Permanent, Full-time

Division: Asset Services

Level: 6 Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'

Position Objectives

- Supervise internal work teams and external contractors to ensure a proactive, high quality and cost effective turf maintenance service is delivered that meets the City's standards
- Provide expert turf management advice and strategic direction to internal and external customers and stakeholders

Organisational Relationships

Reporting to: Coordinator Maintenance – Parks Services

Responsible for: Passive Turf Management

Membership of: Parks Services team

Liaison with: City of Rockingham (City) teams, City residents, facility users/stakeholders and other relevant state and local government agencies

Organisational Chart

Manager Parks Services
Coordinator Maintenance – Parks Services
Turf Maintenance Supervisor
Turf Maintainers x 8
Reserve Attendants x 8
Tractor Driver x 1
Trainee YEP – Turf Maintainer

Key Responsibilities

Leadership

- Operate under general direction providing leadership and supervision to subordinate staff ensuring performance targets, customer satisfaction and compliance with City standards are achieved or exceeded
- Promote a safety first culture, by developing and implementing operational workplace health and safety (WHS) systems and processes
- Ensure employees under direction are performing at required standards, implement management process where required to address non-performance
- Support the professional development and ongoing improvement of the team through identified training and development needs
- Promote a work environment where the team is encouraged to go beyond the normal boundaries, be innovative and responsive to 'outside the box' thinking

Turf Operations

- Provide high level technical expertise and advice to internal and external customers
- Formulate maintenance strategies and prepare management plans inclusive of scheduled maintenance programs
- Undertake routine quality audit inspections, recording and reporting on condition verses agreed standards
- Recognise and correct quality deviations and /or faults
- Effectively communicate and negotiate with clients, contractors, suppliers, employees and members of the public so as to achieve desired outcomes
- Support Coordinator with the planning and coordination of projects of a complex nature
- Provide clear instruction to subordinate staff on agreed levels of service
- Supervision of WHS ensuring all activities undertaken in accordance with defined process
- Review and identify opportunities for continuous improvement through ongoing research, investigation and evaluation
- Participation and delivery of capital works project delivery

Administration

- Participate in staff recruitment and selection
- In conjunction with Coordinator prepare contract documentation from invitation of tenderer/quote through to selection of successful provider and on-going management of the contract
- Requisition of goods and materials in accordance with procurement procedures

- Respond verbally, and in writing, to enquiries, requests and correspondence received from residents, ratepayers, community groups, consultants, contractors, suppliers and council employees
- Prepare quantities and cost estimates for budget items
- Assist in development of policies/procedures
- Contribute to reports for Council consideration, decision and implementation
- Prepare and review of annual budget information in conjunction with Coordinator
- Collate and input parks asset data information
- Undertake employee performance and development reviews

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies, standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Perform other duties as directed when appropriate to the scope and level of this position

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Requirements of the Job

Skills, Knowledge and Experience

Essential

- Advanced knowledge of turf management and public open space maintenance
- Comprehensive knowledge in the preparation and implementation of cyclical maintenance schedules
- Comprehensive knowledge of turf renovation principles
- Strong written and interpersonal skills, particularly verbal communication
- Intermediate level of computer literacy skills
- Ability to audit facilities for quality, compliance and defects
- Ability to produce specifications, budgets and estimate
- Strong supervisor skills in relation to WHS monitoring
- Extensive demonstrated experience in the supervising operational maintenance requirements of all turf and public open space functions including in house field staff and contractors
- Extensive experience in turf management working in local government or in the area of commercial grounds maintenance
- Experience in human resource management inclusive of performance management of underperforming employees

- Experience in procurement of goods and services
- Experience in community liaison
- Experience in developing and coordinating programmes and maintenance schedules
- Participate in after hours on-call roster

Desirable

- Ability to understand relevant Acts, Regulations, local laws, policies and procedures
- Ability to interpret and report on data
- Knowledge of corporate record systems
- Comprehensive knowledge of turf identification
- Sound knowledge of tender and contract documents and procedures
- Well-developed knowledge of WHS legislation, policies and practices
- Ability to audit facilities for quality, compliance and defects
- Ability to produce specifications, budgets and estimate
- Previous experience with project delivery and project management
- Previous experience in contract management
- Previous experience in public relations/customer service
- Demonstrated experience, managing annual budgets, contracts, service requests and multi-disciplinary projects

Qualifications, Certifications and Licences

Essential

- Certificate IV in Turf Management or demonstrated learned knowledge through substantial experience working within the commercial turf management field
- Current 'C' class driver's licence
- Construction Induction Training (White Card)

Desirable

- Relevant diploma or certificate in management discipline, or experience in a similar field relevant to the position
- Current Provide First Aid Certificate
- Current 'MR' class driver's licence
- Certificate in Work Health and Safety
- Certificate IV Training and Assessment

Scope of Position

- Works under the general direction of the Coordinator Maintenance – Parks Services
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Certification

Approved by	Manager Parks Services	Date reviewed	November 2026

Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume **(Required)**	This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job. You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies. It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.
Selection Criteria (Required)	The selection criteria relevant to this role are specified in the advertisement, and you must address these as part of your application. If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.
Covering Letter (Optional)	You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.
Referees	Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager. Provide names, work addresses and contact telephone numbers of referees. Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.
Qualifications, Certificates, References, etc.	Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application. If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification. Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.
If you have any queries	Please contact a member of the Human Resource Development Team. jobs@rockingham.wa.gov.au