



City of
Kalgoorlie
Boulder

Position Description

Position Title: Golf Course Greenkeeper

Position Details

Position Number	4447
Position Classification	Level 5/1 –5/7
Status	Permanent - Full Time
Directorate	Engineering Services
Work Location	Golf Course
Reports To	Superintendent Golf Course
Supervisory Responsibility	No direct/indirect supervisory responsibilities

Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The city owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The city employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- A Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- C Collaboration** We work together with shared purpose to achieve common goals.
- T Teamwork** We support one another, celebrate success and grow stronger together.
- R Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- I Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- T Transparency** We communicate openly, share information freely and foster trust.
- E Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we ACTRITE.

MISSION

'Working together for the place and people we call home.'

Position Overview and Purpose

This position is responsible to carry out routine golf course maintenance tasks as directed by the Golf Course Superintendent, in accordance with the Club's Golf Course Maintenance Policy and its Health and Safety Policy.

Position Accountabilities

Key accountabilities

- Care of greens, bunkers, fairways, tees and rough including mowing, verti cutting, repairs, identify issues and renovation.
- Handheld or boom spraying herbicides, fungicides, insecticides and fertilisers including calibration/calculation of application rates.
- Identify and report early signs of disease, pests, weeds and disorders.
- Installation, repair, testing and maintenance of irrigation system including heads, solenoids, decoders, wiring, pipe work and pump shed.
- Install drainage on course when required.
- Course set up with golf in mind including selection of pin positions within rules of golf, changing holes, setting tee markers within rules of golf.
- Professional operation of all machinery and tools including prestart checks, safe operation, correct PPE, wash/blow after every use and reporting of faults to Superintendent.
- Maintenance of workshop, yard, pump shed and wash down bay.
- Ensure the grounds around the Clubhouse/Waterhole are always maintained and clean and tidy.
- Behave in a responsible manner in keeping with golf course etiquette. Treat golfers in a polite and respectful manner.

Key Performance Indicators

- Ensure all WHS obligations are met as per the City's policies and procedures and complete Take 5's and Pre-starts daily.
- Meets work schedule/ attendance expectations for the position and always maintain a professional image.
- Complete assigned work tasks in a thorough, accurate and timely manner that achieves expected outcomes to all required standards.
- Maintain course to Superintendents standards.
- Be a leader in a diverse team.
- Learn the irrigation systems isolation points.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Tertiary qualification in Turf Management (minimum Certificate Level 3), and proven substantial experience in Turf Management; High level communication and interpersonal skills.
- Current First Aid Certificate.
- Spraying Certificate or accreditation.
- Practical experience of irrigation installation and repair, chemical application, turf machinery mechanics or drainage
- Current satisfactory National Police Clearance.
- Current WA "C" Class driver's licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Takes responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.

