Lithgow CITY COUNCIL	**Position Description**
Position Title **Position No** **Section** **Division** **Reports to**	**Apprentice Sports Turf Management** 10002 Recreation Infrastructure Services Works Co-Ordinator Recreation
Current Status **Band/Level** **Grade** **Step** **Salary Range**	Apprentice N/A N/A N/A T4-T10
Last Reviewed	November 2026
Conditions of Employment	The employee will work according to conditions provided under the *Local Government (State) Award* as varied from time to time, and the Council Policies/Systems including, but not restricted to: * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

To assist in the maintenance of Councils sporting fields, including Council's Golf Course, and Council's recreational parks and gardens.

To obtain trade qualifications in Sports Turf Management whilst undertaking practical on the job training.

Specific Duties and Responsibilities

- **Maintain Council Sports Fields & Golf Course**
  - Follow Work Instructions
  - Perform Corrective Maintenance
  - Maintain Lawn Areas
  - Maintain Sporting Fields
  - Mark Sporting Fields
  - Maintain Synthetic Cricket Wickets

- **Maintain Turf and Garden Machinery**
  - Prepare Records
  - Use Hand Tools
  - Maintain Equipment (Daily)

- **Operate Machinery**
  - Operate a Walk Behind Rotary Mower
  - Operate Tractor/Ride-on Machines/Gang Mowers
  - Operate Miscellaneous Items such as brush cutter, fertiliser distributor, sarifier, turf cutter
  - Operate Tractor Drawn Units

- **Maintain Parks and Gardens**
  - Perform Corrective Maintenance
  - Maintain Plants
  - Maintain Lawns
  - Propagate Annuals
  - Maintain Council gardens

- **Treat/Lop Trees**
  - Lop Trees
  - Prepare/Operate Chainsaw

- **Complete Garden Construction, Materials and Activities**
  - Follow Construction Procedures
  - Establish New Beds

- **TAFE/Study Requirements**
  - Complete Certificate III in Sports Turf Management within designated time frames given.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
  - Receive customer enquiries is a courteous and efficient manner
  - Research, assess and respond to customer enquiry within an appropriate timeframe

- Complete Time Sheets / Leave Applications
  - Complete Time Sheets
  - Complete Leave Forms

- Work Health and Safety Responsibilities
  - Follow Council's WHS policies and procedures as instructed
  - Ensure their actions do not adversely affect the health and safety of themselves or any other person
  - Report all WHS hazards and incidents to their supervisor as soon as possible
  - Participate in all required WHS training
  - Follow all reasonable directions from supervisors, managers, and others in regard to safety
  - In consultation with relevant workers, ensure WHS risks associated with all stages of construction are assessed and WHS considerations are prioritised in all construction planning decisions, as far as reasonably practicable.
  - Ensure a Project WHS Management Plan is developed or reviewed by Council, for all projects valued at over $250k.
  - Ensure current SWMSs are followed for all high-risk construction work.

- Recordkeeping Responsibilities
  - The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
  - Prioritise and complete allocated Recordkeeping activities

Supervisory Responsibilities

Nil

Signatures

I agree to the requirements of this Position Description.

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Manager	Date

Selection Criteria

Essential

- Genuine interest in Green keeping/Horticulture/Sports Turf Management
- Completion of School Certificate or Record of School Achievement (RoSA)
- Ability to demonstrate self motivation and reliability
- A willingness to learn and further develop skill set
- Demonstrated ability to work as part of a team
- Demonstrated commitment to Work Health and Safety
- Demonstrated commitment to the principals of honesty and integrity

Desirable

- Previous experience in garden maintenance
- Operation of plant (leg mowers, tractors, weed eaters)
- Drivers Licence