



# POSITION DESCRIPTION

## **POSITION:**

**Maintenance and Horticultural Employee - level 3 (tradesperson)**

## **ORGANISATIONAL RELATIONSHIP:**

Reports to Facilities Manager and 2IC

## **WORKPLACE HEALTH & SAFETY and POLICY & PROCEDURE RESPONSIBILITIES:**

The employee shall comply with the Workplace Health & Safety Act, Regulations, Codes of Practice and AFL Cairns Policies and Procedures and shall comply with instructions given by his or her Manager and/or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The AFLC Policies and Procedures have been developed for the safety, protection and well-being of the individual employee and the company.

## **PRIMARY OBJECTIVES OF THE POSITION:**

This is an important position within AFL Cairns Ltd being responsible for maintaining plant and equipment and participating in the maintenance of the company's assets. The employee will be expected to take direction from his manager(s) in order to assist the Facilities Manager implement the venue maintenance program in an effective, efficient and safe manner.

## **GENERAL REQUIREMENTS:**

- Help promote user satisfaction through quality maintenance and communication
- Thoroughly assist in all safety training needs and procedures
- Work with the Facilities Manager and other Maintenance Team staff to constantly improve the grounds, maintenance facility and safety programs
- Continue personal and professional education through attending training and self-development.
- To be available to assist with special events at AFL Cairns facilities outside normal working hours.

## **KEY DUTIES & RESPONSIBILITIES:**

### **FACILITIES MAINTENANCE & PLANNING**

To assist the Facilities Manager in identifying the strategies and actions required to meet the facilities maintenance objectives of the organisation.

- In consultation with the Facilities Manager, develop and maintain replacement programs for plant and equipment,
- Report likely or existing problems or faults that could influence priority of replacement,
- Assist in establishing, promoting and enforcing Environmental and Work Health & Safety practices,

- Ensure the cleanliness of the grounds, equipment and maintenance facility,
- Ensure cleanliness of the Facility, and any areas requiring attention are alerted to the Facilities Manager,
- Communicate in a professional manner including to subordinates, management, staff, customers and suppliers,
- Continue to expand knowledge in field conditioning, field construction and reconstruction, irrigation, machinery and equipment.

## **FACILITIES OPERATIONS**

To continuously improve and maintain the Facility in the highest quality condition by;

- Maintaining knowledge of the mechanical, hydraulic and electrical components used on grounds.
- Ensuring a working understanding of irrigation systems.
- Performing tasks that are necessary to keep maintenance facility and equipment clean, organised and safe on a daily basis.
- Inspect all equipment and tools that are assigned to specific tasks and report any deficiencies to the Facilities Manager.
- In consultation with the Facilities Manager and in compliance with the AFL Cairns 'ePar Management System', maintain the workshop area in a safe, efficient and tidy manner
- operate, maintain and adjust turf machinery as appropriate;
- clean machinery and inspect machinery after each use, reporting any problems to the Facilities Manager or other supervisor;
- apply fertilisers, fungicides, herbicides and insecticides as directed;
- prepare turf, synthetic, artificial and other surfaces for play;
- maintain and repair vehicles and/or motor engines;
- repair and minor renovation work involving carpentry and/or painting and/or welding;
- prepare and maintain all gardens, lawns and greens;
- conduct the planting, maintenance and care of trees;
- train and supervise employees of a lower grade, including apprentices;
- Work toward successful implementation of the 'ePar Management System';
- Work outside regular hours to ensure the successful running of special events at the venue.

## **TRAINING**

To encourage Facilities Maintenance staff to develop a high level of skill and to employ those skills in their day-to-day work and to continually improve productivity and efficient work practices.

## **PROFESSIONAL DEVELOPMENT**

To continually develop your knowledge of best-practice turf field management practices and techniques.

## **SELECTION CRITERIA:**

**Essential**

*Qualifications:*

- Current Driver’s License
- Trade certificate or similar
- Or Relevant trade experience

*Knowledge, Skills & Expertise:*

- Ability to show initiative, work to deadlines and work unsupervised.
- Previous ground keeping experience

**Desirable**

*Qualifications:*

- An understanding of Australian Rules football.
- Previous experience or qualifications in ground maintenance

**PERFORMANCE INDICATORS:**

Including but not exclusive to;

- Working proactively and positively within the AFL Cairns team,
- Communicate in a professional manner including to subordinates, management, staff, customers and suppliers,
- Proactively work with Facilities Manager and all AFL Cairns staff to achieve the best possible outcomes and results.
- Achieving excellent standards of reliability, performance and maintenance of equipment and machinery,
- Timely and accurate delivery of duties and responsibilities as outlined above.

**Signed:**

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**Employee’s Name:**

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**Date:**

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**Signed:**

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**Manager’s Name:**

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**Date:**

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