

# CITY AND ENVIRONMENT DIRECTORATE (CED)

## POSITION DESCRIPTION

### POSITION DETAILS

---

**Position title:** Grounds Supervisor/Leading Hand

**Business unit:** Sport & Recreation Facilities

**Location:** Waramanga

**Classification:** TO2

**Reports to:** TO3

**Position number:** P20796

**Date last reviewed:** 3/11/25

**Division:** City Presentation

**Position requirements:** *Nil*

### DIRECTORATE OVERVIEW

---

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

### DIVISION OVERVIEW

---

#### City Services Division

City Services (CS) delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, managing our roads, footpaths and cycle paths. City Services also maintain many of Canberra's lakes, ponds, public open spaces, city places and urban trees. The Division also manages ACT NoWaste.

## **BUSINESS UNIT OVERVIEW**

---

Sport and Recreation Facilities is a section within City Presentation area, who is responsible for the management and maintenance of ACT Government Community Sportsgrounds. Sport and Recreation Facilities have a number of different types of sportsgrounds being Enclosed Ovals, District Playing Fields, Neighbourhood ovals and synthetic turf surfaces. Some of the maintenance activities which are undertaken by this section include mowing, cleaning toilets and pavilions, litter collection, line marking, fertiliser application, renovation activities, maintaining garden beds, plus other infrastructure need for sport. The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, safety, excellence and innovation as well demonstrate the related signature behaviours.

## **POSITION PURPOSE**

---

Sport and Recreation Facilities (SRF) is a dynamic and responsive business unit which provides sporting and recreation services for the community. The Technical Officer 2 will be responsible for the day-to-day operations and maintenance of the ground maintenance in the north/south region of Canberra.

As a senior leader within CED, this role requires a person who can inspire, energise and positively influence team and individual outcomes. The role is responsible for supervising, managing and motivating a team and providing appropriate support and guidance. Effective employee engagement skills are a key enabler in the performance of this role as is a values-based leadership style.

This position requires a leader with a strong, considered and engaging people focus to successfully deliver and drive a culture of respect and a desire to achieve customer service excellence. The ideal candidate will possess an innate ability to draw on the right skills in a contextually and environmentally appropriate manner, align team performance and develop capacity to achieve organisational objectives. Model commitment to continual learning, encourage ongoing development and engaging the right people to the right roles.

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

- Demonstrated technical knowledge and experience in turf management, care and maintenance techniques including irrigation systems and controls, and associated plant and equipment.
- Supervise, co-ordinate and to work as part of a team in the day to day running of employees engaged in turf management, horticultural activities and cleaning operations of ACT Government Sportsground Facilities.
- Support the Technical Officer 3 in the operations of the Rainbird Irrigation Management System for sportsgrounds, including irrigation programming and reporting or Irrigation central control systems
- Advise employees on turf management matters.

- Sound understanding of the needs of sporting organisations, particularly in the area of sportsground users, Turf and horticulture management practices, and/or ability to acquire quickly.
- Good communication, ability to work in a safe manner, as part of a team, independently and demonstrate the CED values in the way you work and interact with internal and external stakeholders.
- Demonstrated understanding and commitment to the CED Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.
- This position *does* involve direct supervision of **staff**.
- **For Supervisors:** Implement the CED work health and safety management system effectively. Ensure the safety of yourself and those under your supervision by taking reasonable care.

## **DUTIES / RESPONSIBILITIES**

---

1. Demonstrated technical knowledge and experience in turf management, care and maintenance techniques including irrigation systems and controls, and associated plant and equipment.
2. Sound understanding of the needs of sporting organisations, particularly in the area of sportsground users and horticulture procedures and practices, and/or ability to acquire quickly.
3. Complete necessary administrative returns: including daily work records and costing records. Use information technology such as computers and software apps as necessary to preform your day-to-day work.
4. Assist in staff training/provide orientation training for new and temporary staff. Involved in continuous on the job training to staff on turf management and equipment as needed.
5. Make sure staff are doing things in accordance too acceptable work practices, including making sure things are being done by the agreed WHS practices and procedures. Monitor the quality of works being completed by staff to the acceptable standards.
6. Be involved with the staff when possible
7. Good communication, ability to work in a safe manner, as part of a team, independently and demonstrate the CED values in the way you work and interact with customers.
8. Demonstrated understanding and commitment to the CED Values framework, workplace respect, equity and diversity framework, workplace health and safety best practise and industrial democracy principles and practise.
9. This position **does** involve direct supervision of staff.

## **SELECTION CRITERIA (CAPABILITIES)**

---

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated technical knowledge and experience in turf management, care and maintenance techniques including irrigation systems and controls, and associated plant and equipment.
2. Sound understanding of the needs of sporting organisations, particularly in the area of sportsground users and horticulture procedures and practices, and/or ability to acquire quickly.
3. Demonstrate experience and knowledge of setting up and using turf maintenance equipment.
4. Good communication, ability to work in a safe manner, as part of a team, independently and demonstrate the CED values in the way you work and interact with customers.
5. Demonstrated understanding and commitment to the CED values and code of conduct, workplace respect, equity and diversity framework, workplace health and safety best practice.

## **COMPLIANCE REQUIREMENTS / QUALIFICATIONS**

---

- Trade Certificate 3 or higher in Turf Management.
- Chemcert 3 certificate equivalent or higher
- Workplace Health and Safety Induction (White Card)
- Asbestos awareness card
- Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone and operating equipment.
- Drivers licence (C-class) and willingness to obtain a medium ridge truck licence within 6 months of appointment (work funded).
- Ability to undertake the physical requirements of the role and ability to lift weight up to 20 to 25kg.
- Silica awareness/exposure prevention training
- To be eligible to apply for this role, you must be an Australian citizen.
- This position requires a pre-employment medical. *[Please refer to the Understanding Pre-Employment Checks advice and use the work environment description below to inform this requirement.*
- This position [**does not**] require a Working with Vulnerable People Check.
- This position [**does not**] require a Security Clearance

## **WORK ENVIRONMENT DESCRIPTION**

---

The following work environment description outlines the inherent requirements of the role of TO2 (position number P20796) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

<b>ADMINISTRATIVE</b>	<b>FREQUENCY</b>
Telephone use	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Occasionally
<i>The position in an activity based work environment</i>	

<b>STANDARD HOURS</b>	<b>FREQUENCY</b>
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Occasionally

<b>SOCIAL DEMANDS</b>	<b>FREQUENCY</b>
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Frequently

<b>MANUAL HANDLING</b>	<b>FREQUENCY</b>
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Occasionally
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently