CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Sportsground Maintenance Officer

Classification: General Services Officer 5/6

Position number: 34253

Division: City Presentation

Business unit: Sport & Recreation Facilities

Location: Holt or Waramanga

Reports to: TO2

Date last reviewed: 27/10/2026

- **Position requirements:** *Certificate III in Turf Management or Horticulture Highly Desirable*

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 the City Presentation area, who are 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, Neighborhood 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 needed 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 behavior's.

POSITION PURPOSE

The sportsground maintenance officer would be responsible for day-to-day completion of the works program set out by the Technical Officers and to supervise any GSO 3/4 or labour hire employees in any tasks.

DUTIES / RESPONSIBILITIES

1. Lead and work as part of a team of employees engaged in turf management and horticulture maintenance activities.

2. Undertake all work tasks in accordance with Work Health and Safety Legislation and assist in staff training, including induction training for new and temporary staff.

3. The operation of plant and equipment, including, but not limited to, pneumatic tyred tractors with attachments, involved in turf management activities.

4. Assist in the implementation of daily work programs, oversee quality control and maintain records in accordance with workplace maintenance standards.

5. Basic machinery repairs and maintenance.

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6. Using the correct machinery to apply fertiliser and chemicals to any turf or plant species.

7. Assist and support the leading hand in a range of maintenance activities.

8. Ability to set priorities and provide direction to industrial staff.

9. Consistently deliver high-quality customer services to the Canberra community

10. Undertake other duties, as required

11. This position does involve direct supervision of staff.

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SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrated technical knowledge and/or experience in turf and irrigation management, including but not limited to the operation of equipment, including irrigation systems and their control mechanisms.
2. Good oral and basic written communication skills and the ability to relate to staff, clients and the public.
3. Sound understanding of the need of sporting organizations, particularly in the area of sports ground users.
4. Demonstrated ability to consistently display commitment and leadership in high-quality customer principles, practices and attributes.
5. Knowledge of Sport and Recreation Services Turf Management/Horticulture procedures or ability to acquire quickly.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- *Certificate III in Turf Management or Horticulture are highly desirable.*
- *Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.*
- *To be eligible to apply for this role, you must be an Australian citizen. [Visa holders can now apply for and be appointed to permanent positions in the ACTPS. However, there are some roles where Australian citizenship will remain mandatory due to other authorising frameworks .*
- *This position requires a pre-employment medical.*
- *This position **does not** require a Working with Vulnerable People Check.*

- Driver's licence C Class is mandatory
- White Card, Asbestos Awareness and Silica.
- Driving Licence MR is preferred but should be obtained within 6 months of permanent employment to fulfill the duties / responsibilities.

ACT Government

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Sportsground Maintenance Officer (position number P34253) 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.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Never
Standing for long periods	Occasionally
Designated workstation ***The position in an activity based work environment***	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
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)	Frequently
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
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

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

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

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

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

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Occasionally

Broadbanding

Broad banding for GSO5/6 has been implemented across CED. Employees in broad banded GSO5/6 positions will be eligible to pass through the 'hard barrier' from a GSO5 to a GSO6 only when they have:

1. Been at the highest incremental point of their broad banded classification for one year;
2. All CED mandatory training and tickets related to job role.

3. Demonstrated satisfactory conduct and work performance by complying with:

   - Reporting requirements outlined in CED Attendance Policy; **and**
   - ACT Public Service codes of ethics, values and expectations; **and**
   - CED workplace Standing Operating Procedures; **and**

4. Demonstrated competency in performing inherent requirements of the role, having completed all mandatory training and hold current required tickets.

5. Attainment of relevant Certificate III Trade qualification

   - (electives to be agreed with manager)