

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Facilities Manager

Location: Various

Classification: TO 3

Reports to: Operations Manager

Position number: 22043

Date last reviewed: 2/7/26

Division: City Presentation

Position requirements: Drivers Licence
Essential

Business unit: Sport & Recreation Facilities

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, 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 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 behaviours.

POSITION PURPOSE

The role of the Facilities Manager is to carry out repairs and maintenance on the sportsground pavilions, light towers, synthetic cricket pitches and cricket nets. They will also liaise with all contractors undertaking repairs and contracts. The facilities manager also manages the Sportsground rangers, and the on call roster.

DUTIES / RESPONSIBILITIES

- Oversee the compliance ranger staff with Work Health Safety, ensuring legislative obligations are met.
- Assist in the contract management, maintenance and use of sportsground facilities and related facilities operated by Sport and Recreation Facilities.
- Supervision of the Sportsground ranger group, including drafting of rosters and management of leave to ensure shift coverage.
- Contract and facility management functions associated with ACT sportsgrounds, including turf and other asset condition assessment, managing associated databases, fleet and plant and equipment, coordination of the scarab control program and safety and performance monitoring.
- Liaise, as required, with sporting user groups, service providers, contractors and the wider community.
- Identify repairs and maintenance requirements for facilities and assist with development of the repairs and maintenance budget.
- 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/or experience in Building Trade Maintenance, turf Irrigation and sports facilities and associated built asset management.
2. Demonstrated knowledge and/or experience in contract management and administration.
3. Demonstrated communication (written and oral) skills/negotiation/representation and capacity to work as a member of a team.
4. Demonstrated resource, time and project management skills, including staff supervision.
5. Demonstrated capacity to work with sporting and community bodies in accordance with customer service principles.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- *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. *[Please refer to the [Understanding Pre-Employment Checks advice](#) and use the work environment description below to inform this requirement. Delete if not required]*
- This position [**does not**] require a Working with Vulnerable People Check.

-
- Driver's licence C Class is essential.
 - White Card, Asbestos Awareness and Silica.
 - Certificate in a Building trade, Turf maintenance or horticulture and or demonstrated experience in these areas.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of **Facilities Manager** (position number **P22043**) 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	Frequently
General computer use	Occasionally
Extensive keying/data entry	Never
Graphical/analytical based	Never
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Never
<i>The position in an activity based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
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

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

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

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	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
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

