CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Sportsground Maintenance Officer

Classification: General Services Officer Level 3/4

Position number: P46465

Division: City Services

Business unit: Sport & Recreation Facilities

Location: Holt Or Waramanga

Reports to: General Services Officer 5/6

Date last reviewed:28/9/2026

Position requirements:

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 No Waste.

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 several 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

The purpose of this position is to undertake turf management, horticultural maintenance, and associated operational activities to ensure ACT sportsgrounds, are maintained to a high standard of presentation, safety, and functionality. The role contributes to the delivery of quality community recreation assets through the effective maintenance of turf, gardens, irrigation systems, sporting infrastructure, and associated facilities.

Working independently or as part of a team, the position is responsible for carrying out a range of grounds maintenance activities including line marking and surveying, mowing, pruning, operation of machinery and equipment, litter collection, pavilion cleaning, irrigation inspections, and assisting with tree maintenance and pest control programs. The position also assists with basic maintenance and repair of machinery, plant, and tools to support efficient service delivery.

The general services officer is expected to perform all duties in accordance with Sport and Recreation Facilities turf management and horticultural maintenance standards, while demonstrating a strong commitment to workplace health and safety, customer service excellence, ethical behaviour, and inclusive workplace practices that promote respect, equity, and diversity. Although the position has no direct supervisory responsibilities, the role

contributes positively to team outcomes and maintains responsibility for the safety and wellbeing of themselves and others in the workplace.

DUTIES / RESPONSIBILITIES

1. **Operate and Maintain Plant and Equipment**
   Safely operate a range of machinery, plant and equipment, and undertake routine inspections, basic maintenance and minor repairs to support the effective operation of sport and recreation facilities.
2. **Undertake Turf and Grounds Maintenance Activities**
   Perform turf management, greenkeeping, horticultural and general grounds maintenance tasks to ensure facilities are maintained to a high standard and remain safe, functional and visually appealing.
3. **Deliver High-Quality Customer Service**
   Provide professional and responsive customer service by interacting positively with facility users, stakeholders and the community, and addressing enquiries in a courteous and timely manner.
4. **Maintain Workplace Health and Safety Standards**
   Comply with all workplace health and safety requirements, including safe work procedures, risk management practices, traffic management requirements and the safe handling of equipment, materials and waste.
5. **Support Operational and Compliance Requirements**
   Maintain required licences, qualifications and mandatory training, and ensure all activities are undertaken in accordance with relevant legislation, policies, procedures and environmental standards.
6. **Work Independently and as Part of a Team**
   Effectively contribute to team objectives while also undertaking duties independently, demonstrating initiative, reliability and accountability in the delivery of work programs across multiple locations.
7. **Undertake Physical and Manual Tasks**
   Perform the physical requirements of the role, including manual handling, lifting, loading and transporting materials and equipment, while maintaining fitness for duty and always adhering to safe work practices.

SELECTION CRITERIA (CAPABILITIES)

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

1. Demonstrate knowledge in turf management, Green keeping or Horticulture practices or ability to acquire quickly.
2. Demonstrated ability to work in a small team environment and communicate effectively with others.
3. Demonstrated knowledge regarding community sport and facilities.
4. Demonstrated understanding and commitment to the TCCS values and code of conduct, workplace respect, equity and diversity framework, workplace health and safety best practice.

Broadbanding

For a broadbanded GSO3/4 who has been at highest increment point of their broad banded classification for one year, to progress from a GSO3 to a GSO4 they should have completed the following:

1. All TCCS mandatory training and tickets related to job role.
2. WH&S and Risk Management Training.
3. Light rigid or medium rigid truck licence. Type of licence to be agreed with manager and will depend on work unit requirements.
4. Temporary Traffic Management (TTM) Awareness Training.
5. Demonstrated ability to work safely and observe safety procedures.
6. Demonstrated competency in performing inherent requirements of the role.
7. One of the following:
    - Plant and Equipment Training – operation, care, and maintenance.
    - Chemcert III
    - Chainsaw Certificate – basic felling/crosscut.
        - Note, selection of one of the above two training options will be in consultation with the manager and will align with work unit requirements.

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.
- This position requires a pre-employment medical.
- Asbestos awareness card or a willingness to obtain.
- Implement Traffic Control Plans qualification or a willingness to obtain.

- Silica Awareness training or willingness to obtain.
- Workplace Health and Safety Induction (White Card)
- Preparedness to wear a uniform and to work anywhere in the ACT. This may also involve working alone operating equipment.
- Manual Handling Training or willingness to obtain.
- Ability to undertake the physical requirements of the tasks listed above and ability to lift weight up to 20 to 25kg.
- Safe handling of sharps and infectious waste statement of attainment or willingness to obtain
- Driver's licence (C-class) and to obtain a medium ridge truck licence within 12 months of your appointment.
- 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 **Sports Ground Maintenance Officer** (position number **P46465**) 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	Occasionally
Sitting at a desk	Occasionally
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	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

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	Frequently
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Occasionally
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	Frequently