

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Green Keeper	LOCATION:	Hamilton Island
DIVISION:	Golf Course	DIRECT REPORTS:	Nil
REPORTS TO:	Golf Course Superintendent	INDIRECT REPORTS:	Nil
DATE PREPARED:	December 2010		

JOB PURPOSE

To provide a high level of service in preparing the golf course greens and garden maintenance to achieve optimum Guest, Staff satisfaction whilst protecting the environment

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Undertake turf and garden maintenance and landscape construction duties, as directed to industry standards. Ensure adequate supplies of equipment, tools, sprays, fertilisers and chemicals are on hand to carry out duties
- Maintain all course fairways, tees, greens, rough and semi rough areas. Renovate any worn and damaged turf
- Ensure all equipment and vehicles are used in compliance to OH&S regulations
- Ensure all maintenance and safety hazards are reported promptly to the Supervisor in order to minimise risk hazard and ensure a high level of guest satisfaction
- Preparing the course including removing tee markers, maintaining bunkers and changing holes when required and ensure all hazards are removed
- Maintain effective channels of communication through attending briefings, departmental and employee meetings to ensure all relevant information is passed between appropriate parties
- Emergency volunteer work associated with the safety of the staff and guests and cleanliness of the island as required
- Identify, rectify and report maintenance problems e.g. pest and disease damage. Using initiative, carry out routine inspections of new presentation works, lawns and public areas, removing rubbish etc. to both preserve the landscape and achieve a high level of guest staff satisfaction

EXPERIENCE & QUALIFICATIONS

- Tertiary qualifications in Turf Management (Essential)
- Qld open / unrestricted drivers license (Essential)
- Chemical Handling certificate (Essential)
- Sound knowledge of machinery and equipment related to this industry (Essential)

PERSON SPECIFICATION/SKILLS

- Good personal presentation
- Communication and interpersonal skills
- Team player
- Attention to detail

KEY WORKING RELATIONSHIPS

- All Guests
- All departments
- HIE Executive Team and Stakeholders