

POSITION DESCRIPTION – Track Manager

PRIMARY PURPOSE OF POSITION:

The Track Manager is responsible for the day-to-day maintenance and upkeep of the course proper at the Townsville Turf Club. This includes overseeing all aspects of turf management, ensuring the track is maintained to the highest standards for racing and training activities. The role involves leading and managing a team of greenkeepers and ensuring compliance with industry regulations and safety standards.

POSITION RESPONSIBILITIES:

The Track Manager position is responsible for, but not limited to the following:-

- Preparation and implementation of maintenance and renovation programs of the course proper to ensure it is always in racing condition.
- Monitor turf conditions and implement maintenance schedules, including mowing, irrigation, fertilization, aeration, and pest control.
- Maintenance of tractors, mowers and other equipment, including daily maintenance, servicing and repairs.
- Manage inventory and order supplies as needed within budget constraints.
- Operation of a computerised irrigation system.
- Following and implementing WHS policies and procedures.
- Performing non-trade tasks incidental to their work as required.

LEADERSHIP:

The Track Manager position will, but not be limited to the following:

- Lead, manage, and mentor a team of greenkeepers, fostering a positive and productive work environment.
- Plan and allocate daily tasks and responsibilities to team members.
- Conduct regular team meetings and provide ongoing training and development opportunities.

PLANNING AND REPORTING:

The Track Manager position will, but not be limited to the following:

- Develop and implement track maintenance schedules in collaboration with the Racing Manager.
- Maintain detailed records of track conditions, maintenance activities, and team performance.
- Provide regular updates to the Racing Manager on the progress of tasks and any issues arising.

SKILLS:

The Track Manager position will, but not be limited to the following:

- Communicate effectively
- Complete general maintenance, including the maintenance of all equipment used to ensure it is kept in a satisfactory, safe and workable condition

- Work unsupervised
- Manage a team to achieve the outcomes prescribed
- Work efficiently under pressure
- Use mowers, tractors and other turf/garden/grounds related machinery and equipment and have appropriate licences/training
- Perform manual labour in tasks across a work day including, lifting, pulling, pushing

KNOWLEDGE:

The Track Manager position will have, but not be limited to the following:

- Knowledge of fertilizers, pesticides, herbicides and other turf related applications
- Knowledge or ability to acquire an understanding of plant, grass and other species types found at the Townsville Turf Club
- Knowledge of or ability to acquire an understanding of the use and maintenance of equipment provided

LIMITS OF AUTHORITY:

The Track Manager position is authorised to:

- Undertake all duties as outlined in position responsibilities above in accordance with the Strategic and Business Plan, Financial objectives and strategies, the annual budget and Townsville Turf Club's policies and Business Management System.
- Approved expenditure in accordance with the delegation contained in the Authorities and Delegations Policy.

POSITION REQUIREMENTS:

Mandatory

- All employees have an obligation to comply with the Workplace Health and Safety Act, TTC's Workplace Health and Safety policies, procedures and instructions to ensure a safe workplace.
- All employees have an obligation to comply with the Code of Conduct.
- Experienced in Turf Management (Turf qualification)
- Possession of a current Queensland Open Driver's Licence

Desirable

- Possession of a licence to operate a Forklift or other machinery used on site