

Position description:

- Job Title:** Track / Course Groundsperson
- Responsible to:** Racecourse Manager, Operations manager, Chairman of Track & Grounds Sub-committee, President of the Wanganui Jockey Club
- Main duties:** Maintenance of grounds, buildings and tracks.
- In the event that the Racecourse Manager is incapacitated or absent for any other reason, you may need to assume some of the Racecourse Managers responsibilities in the interim.
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Duties include:

1. Maintenance of racecourse & training tracks, grounds, gardens, hedges, fencing and roads.
 - This is not restricted to but would be expected to include the mowing of all grass areas; keeping drains clear and clean; digging gardens; weeding and planting; maintaining decorative fountain; trimming hedges & shrubs; irrigation of course and gardens using fixed or portable systems; maintain spray programmes to control weeds and pests, keeping areas tidy and free of litter; maintenance of tracks including re-sodding, re-soiling, re-seeding and replacing turf. Also to assist the team with moving the rail for racedays. Some of these functions will be required on a daily basis, but will vary seasonably.
2. Operating of vehicles and machinery including tractors, ride on mowers, Polaris, 4-wheel motorcycles, water truck, and tractor hauled machinery such as rollers, discs, harrows, irrigation plant etc.
3. When required to carry out basic machinery maintenance i.e. oil changes, greases and other non-major repairs.
4. Be able to safely use tools on related jobs i.e. chainsaws, weed-eaters, workshop and garden tools. All tools to be returned to the workshop at the end of the working day, then cleaned and secured.
5. General maintenance of buildings both interior and exterior, including painting, repairs and cleaning and setting up of rooms for racedays and other functions, as required.
6. Clean stalls and carry out maintenance.
7. Maintenance of the towers and other outbuildings as required.

8. Assist with the set-up and dismantling of hurdles and steeples before, on, and after racedays, and as required for schooling practice and trials.
9. Provide assistance with injured animals when required and assist with the removal of them.
10. Set out furniture and other equipment.
11. Maintain toiletry supplies in designated areas.
12. Provide assistance as required on racedays, trials, jumpouts and mini Barrier Trials as required, and to carry out any other related duties as required by the Racecourse Manager.
13. To assist with all pre & post raceday operations, and also recording of the penetrometer readings if required by the Racecourse Manager.
14. To assist with the securing of the building after race days, and at any other time required.
15. It is a requirement of employment that a clean driving license be maintained. If for any reason you cannot provide this, written advice must be received and confirmed with the employer.
16. To man 'the gap' as required on training mornings, with the safety of all concerned a first priority. To manage safe usage of the tracks during training and record all users. To also provide first aid in the event of an accident causing injury, and call in the assistance of health professionals as required.

CUSTOMER SERVICE:

The success of the Wanganui Jockey Club and its facilities depends upon the quality of the relationship between the Club's Management, fellow employees, stakeholders, customers and the general public. Their first impression of our Club is formed by the people they meet. You are an ambassador of this Club and the more goodwill promoted, the more our customers will enjoy utilizing our facilities.

As a guide, we would expect:

- a) That you act in a professional, courteous and respectful manner when dealing with people at all times.
- b) Act competently so that people have confidence when asking your assistance.
- c) Take pride in your work, no matter how menial the task may seem.
- d) To be available for weekend work as required.

Signature.....

Date.....