

Position Title: Track & Facilities Manager

Club: Warrnambool Greyhound Racing Club

Date: 13/12/2016

Reports To (Position): General Manager – Warrnambool Greyhound Racing Club

Position that report to this position:

Maintenance Assistant

Name of Present incumbent (if applicable)

Vacant

PRIMARY POURPOSE OF ROLE:

The Track & Facilities Manager is responsible for the presentation, maintenance and continuous improvement of the racing and trialling surface, facilities, and surrounds at the Warrnambool Greyhound Racing Club. The role is to provide a safe, attractive environment for all stakeholders, race day patrons and visitors in line with Greyhound Racing Victoria standards.

The presentation and reputation of the track and facilities of the Warrnambool Greyhound Racing Club (WGRC) has an impact on race numbers, field size and wagering turnover.

SCOPE:

The Warrnambool Greyhound Racing Club conducts weekly race meetings and trial sessions providing industry participants and local community with quality racing facilities.

The Track & Facilities Manager plays an integral role in the development and efficient running of the WGRC.

FREEDOM TO ACT/DECISION MAKING: This should outline the extent of the positions scope to act without need for further approval -e.g.

Expenditure limit \$150- per transaction for repairs, maintenance, and other purchases. All other expenditure within agreed budgets needs to be authorised by the General Manager of the Warrnambool Greyhound Racing Club.

| KEY RESULT AREA | ACCOUNTABILITY/ACTIVITY | KEY PERFORMANCE INDICATOR |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Area of focus | What activities are you responsible for? | How will you know this has been achieved? |
| Racetrack Facility Maintenance &Management | Preparation of a safe, efficient and consistent racing and trialing surface in accordance with Club and Industry standards Management and presentation of race track, grounds directly associated to the race track to showcase the venue for race days. Ensure that all club facilities including the lawn, gardens, kennels & car parks are attractively presented always. Record and schedule periodic maintenance of all racing equipment, lighting and vehicles in accordance with manufactures specifications and set procedures. Identify and undertake general maintenance and improvements to facilities as required. Set up club equipment including race day equipment as required and directed. Co-ordinate the clean up of external facilities and grounds after race meetings. Ensure all plant and equipment are maintained, serviced, and repaired and used in accordance with OH & S policy requirements. Ensure the Judges tower is maintained and all equipment contained within the Judges tower is maintained working order. Kennels – ensure the kennels are cleaned and maintained in accordance with GRV Standards and WGRC standards. Management of Track, Grounds & Maintenance Budget in consultation with Manager. Ensure that contactors working on behalf of the WGRC adhere to OH & S Policies of the WGRC and GRV, they MUST sign in visitor's book prior to commencement of works. Other duties as reasonably expected from time to time, as directed by Manager. Maintain workshop including associated tools and equipment in a safe, secure and | Presentation and condition of track for racing and trialling of a high standard Consistent racing surface that is constantly aligned with GRV track standards. Communication with Manager HGA and key stake holders |

| | clean manner giving due regard to legislative and O.H.&S. requirements. | |
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| Track Management | Preparation of sand track for racing and trialling in accordance with GRV standards, present a safe and consistent surface of the highest standard. Sweep and mat the track as required maintaining a consistent surface. Visually check and maintain the lure drive motor, lure cable and lure carriage. Remove and replace the lure cable and carriage as necessary. Relocate sand dispersed on the inside and outside of track. Blade and harrow track as necessary. Check and maintain starting boxes and all equipment associated with starting boxes. Maintain area immediately adjacent to the front of the starting boxes. Ensure the catching pen and associated infrastructure is checked and maintained. Track Irrigation – ensure that the track is adequately irrigated so as to maintain a consistent and safe racing surface through both truck and track irrigating methods Ensure that all irrigation equipment is maintained. Ensure that all drains around the track are kept clean. Check and maintain track and associated lighting. Supervision of pen and arm trials on Tuesday evenings and when required on Saturday mornings Ensure that the track regulations of the WGRC are enforced. Full Compliance with GRV penetrometer & moisture reading requirements | Consistent racing surface that is constantly aligned with GRV track standards. Presentation and condition of surrounds, kennels, and facilities for race days. 100% compliance with GRV requirements including OH&S, penetrometer and moisture readings. Communication with Manager WGRC and key stake holders |

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| Race Day Duties | Check kennels, ensure swab kennels are clean. | |
| | Check parade ring and stir up areas are | |
| | clean and presentable. | |
| | Check track is clear and safe to race. | |
| | Check all starting boxes are working, | |
| | warning signals are working. | |
| | Assemble and fit race day lure. Ensure lure | |
| | is running correctly | |
| | Check catching pen and associated | |
| | infrastructure is working. | |
| | Check the Judges tower – semaphore | |
| | board is working; judging equipment is | |
| | working. Course broadcasting equipment | |
| | is working. | |
| | Ensure track and associated lighting is | |
| | operating. | |
| | Assist with any maintenance issues that may arise during race meetings | |
| | Consult with GRV stewards as required | |
| | Ensure that all maintenance associated | |
| | with post-race day and trials is carried out. | |
| | Perform a WGRC race day role as required | |
| Staff | Management and supervision of | Performance of staff |
| Management | maintenance assistant and other casual | Terrormance of starr |
| | track employee including the delegation | |
| | of any of the above duties where | |
| | appropriate. | |
| | Develop annual work programme for track | |
| | staff. | |
| | Assist in the annual performance appraisal | |
| | of the maintenance assistant. | |
| | Ensure all track staff are working in line | |
| | with the OH & S Policy of the WGRC | |
| Other | Other duties as reasonably requested | Adherence to key duties as |
| Other | Other duties as reasonably requested from time to time | Adherence to key duties as outlined above |
| | nom time to time | Outilited above |
| | | |
| OHS | Assist with implementing the OH&S plans | OH&S plan and strategies |
| | and strategies. | implemented and communicated |
| | Management of OH&S incident reporting | within expected timelines. |
| | identifying improvement processes to | Incident Reporting is well |
| | minimise repeat incidents. | maintained and up to date |
| | Encourage a Culture of Safety – Encourage | |
| | the prompt reporting of hazards & risks – | |
| | Raise management and staff awareness of | |
| | safety accountabilities & responsibilities | |
| | | |

| KEY BUSINESS CONTACTS | | |
|-----------------------|---------------------------|--|
| EXTERNAL | INTERNAL | |
| GRV Management | WGRC General Manager | |
| GRV Contractors | Club Staff and Volunteers | |
| External contractors | | |

| PERSO | PERSON SPECIFICATION | | | |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--|--|--|
| EDUCATION/QUALIFICATION necessary to meet position objectives | | | | |
| ESSENTIAL | DESIRABLE | | | |
| Current Victorian Drivers Licence | Grounds Maintenance and/or horticulture training/qualification | | | |
| Medium rigid vehicle licence or ability to obtain | | | | |
| SKILLS/KNOWLEDGE ned | essary to meet position objectives | | | |
| ESSENTIAL | DESIRABLE | | | |
| Practical experience in a commercial/industrial maintenance environment | Experience maintaining greyhound tracks | | | |
| Working knowledge of basics in electrical, mechanical, carpentry, plumbing, welding and/or associated trades. | | | | |
| Experience managing third party contractors and consultants | | | | |
| Demonstrable understanding of safety, health and environment best practice | | | | |
| Experience/knowledge in greyhound racing | | | | |
| Ability to operate a tractor and medium rigid vehicle | | | | |
| Base level computer skills | | | | |
| | | | | |
| ATTRIBUTES required to ensure | ATTRIBUTES required to ensure satisfactory performance and cultural fit | | | |
| ESSENTIAL | DESIRABLE | | | |
| Responsiveness | Ability to Multi-task | | | |
| Integrity | Self Motivated | | | |
| Impartiality | Lateral Thinker | | | |
| Accountability | | | | |

| Respect | |
|--------------|--|
| Leadership | |
| Human Rights | |

EMPLOYMENT CONDITIONS

- The Warrnambool Greyhound Racing Club environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. All staff are required to abide by Warrnambool Greyhound Racing Club policies and procedures.
- All employees at Warrnambool Greyhound Racing Club are required to have the right to work in Australia.
- All employees are required to comply with OHS statutory obligations.
- Warrnambool Greyhound Racing Club is an EEO employer.
- A current Victorian Drivers Licence is required

| NAME: | DATE:/ |
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| SIGNATURE: | |