



## Position Description

This position description provides an indicative outline of the purpose and accountabilities of the role. Specific performance objectives, measurements and expectations will be agreed upon with your Manager.

<b>Position Title</b>	Track Curator and Maintenance Traineeship
<b>Department</b>	NSW GBOTA Racing
<b>Reports To</b>	Wentworth Park track and Maintenance Manager
<b>Direct Reports</b>	-
<b>Position Status</b>	Full Time
<b>Location</b>	Wentworth Park Greyhound Track
<b>Date</b>	December 2018

### Introduction to the NSW GBOTA

Established in 1939, the NSW Greyhound Breeders, Owners and Trainers Association has two prime business functions; the delivery of industry advocacy on behalf of its membership and operation of racing and trialling venues within NSW, including: Wentworth Park, Appin Way, Bathurst, Bulli, Gosford, Gunnedah, Lismore, Maitland and Temora.

### Position Purpose

To provide support to the Track Manager and Track Curator and Maintenance staff.



## Key Responsibilities

### Racing and associated services track management

- With Track Manager learn how to -
  - Turn, level and reinstate cambers of track on regular basis, as deemed necessary through profile monitoring. Recording work in daily maintenance schedule and weekly
  - develop an annual maintenance schedule; shown monthly, which demonstrates intended use of SMWRF and has regard for providing the safest venue for each race meeting and trial use
  - Ensure appropriate and consistent watering of track, with close monitoring as it relates to each race meeting and trial session
  - Undertake regular observation of track use, monitoring for injuries and whether track has contributed in any way
  - Undertake cross profile sampling regularly, with photographic recording every day
- Assist in the compilation of Track Injury Reports relative to trialling sessions
- Ensure sand is removed from rails weekly and returned to track surface
- Ensure inner and outer (where applicable) track gutters are clear of sand and debris to ensure water run off. Disposing of material where contaminated.
- Walk track regularly to ensure no weeds or contaminants are present, removing regularly and comprehensively
- Utilise provide GRNSW assessment tool in correct manner for track diagnostic and reporting. Where unsure seek guidance from Management or GRNSW Track Maintenance
- Attend training as required and review assessment reports provided
- Reporting any incident immediately to Track Manager, elevating reporting as required in the absence of Track Manager
- Ensure all padding is securely fitted and in working order
- With Track Manager learn how to undertake regular checks of track items to ensure no equipment fatigue exists, including but not limited to:
  - Starting boxes
  - Compressors
  - Rollers
  - Lure Carriage
  - Lure Motor
  - Lure Arm
  - Squawkers
  - Cable
  - Lights
  - Semaphore Boards
  - Sectional timers
  - Sprinklers
  - Pumps
  - Tractor/s
  - Water Truck/Cart
  - Gates
  - Box matting
  - Front of box grass matting
- With Track Manager learn how to undertake weekly checks of venue items to ensure no equipment fatigue exists, including but not limited to:
  - Fences
  - Gates
  - Doors
  - Air Conditioning



- Carpet
- Tiles
- Chairs
- Tables
- Outdoor benches and stands
- Ensure storage areas are locked and safe, ensure equipment is maintained and safe for use, and work areas kept clean
- Understand and proactively manage WHS for the venue in line with WHS Regulation, Act, Policy and Procedures
- Ensure all work is recorded and any concerns raised to Track Manager, escalating where required
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### **Venue Asset management**

- Undertake regular cleaning of kennels post race meetings and trialling; reporting any unusual findings to Track Manager, and completing relevant paperwork
- Undertake cross check post cleaning to ensure integrity of the kennel block is upheld, ensuring locking of each bay, area and building upon completion
- Clear rubbish from venue; ensuring venue is presented in a clean and professional manner
- Review gardens and open areas to ensure clean and well presented. Noting any trip hazards to Track Manager, rectifying as quickly as possible
- Undertake mowing and slashing as required, to ensure venue is well presented and risk of pests is eliminated
- Removal of unrequired equipment, debris and other material to ensure pests aren't encouraged on site
- Ensure all assets are reviewed, maintained and replaced as required, including:
  - Sound Walls
  - Walkways and safety rails
- Review and ensure compliance of fire safety, exit signage, work health and safety documentation and smoking regulations
- Ensure bathrooms are clean and well stocked

### **Cross organisation assistance and engagement**

- Understand National Racing Rules and how they are linked to position requirements and following of Stewards Directive
- Undertake additional duties such as Lure Driving, gate operations and starting as required; post training
- Assist with deliveries, movement of stock as required
- Attend training as required and review assessment reports provided
- Onsite assessment through TAFE
- Review, understand, implement and manage NSW GBOTA and GRNSW Policies



- Actively engage with GRNSW Track Maintenance team through track renovations, site visits, open forums and training, to foster positive working relationships

### Key Relationships

- NSW GBOTA Board of Directors
- NSW GBOTA Executive Officer, NSW GBOTA Racing Operations Manager and Membership and Advocacy Manager
- Track Manager
- Greyhound Racing NSW
- NSW Greyhound Welfare and Integrity Commission
- NSW GBOTA Members
- Participants
- SKY Racing
- Community stakeholder groups

### Qualifications and Experience

- Tertiary qualifications and/or demonstrated experience in curation, landscaping, sports/club management or a related field
- An understanding of the issues impacting the racing sector is highly regarded
- Driving Licence preferable but not necessary
- Occasional weekend work required

### Key Behaviours

- **Consistent & Hard working:**
  - Understands that consistency is important in delivery of premium product
  - Dedication to outcomes of role, with desire for continual improvement
- **Resilient:**
  - Understands roles are subject to regular feedback, and therefore seeks to hear and improve where possible
  - Work is repetitive in nature and therefore requires clarity of mind and presence each shift
- **Attention to detail:**
  - Appreciates that the little things matters
  - Has pride in work and therefore appearance of venue
  - Has regard for other people, including safe working practices