

OFFICIAL GROUNDS PERSON

(POSITION #TBD)

VENUES WEST

AWARD CLASSIFICATION	VWGA, Level 4	ANZSCO	323299
DIRECTORATE	Portfolio Management	BRANCH	Facilities Management
LINE MANAGER	Facilities Coordinator	DIRECT REPORTS	N/A
SPECIAL CONDITIONS	Position holder is required to undertake medical examinations to verify physical fitness to perform the duties of the position. This position requires the incumbent to work in outdoor spaces in all weather conditions, meeting the physical demands of the role.		

ABOUT THE DIRECTORATE

The Portfolio Management Directorate is responsible for providing asset management, asset planning, redevelopment and capital upgrade programs whilst managing infrastructure services.

ABOUT THE ROLE

The Grounds Person plays a vital role in maintaining VenuesWest venues to the highest standards, performing a wide range of grounds care and maintenance tasks. This includes routine turf and landscape management, minor repairs, operation of horticultural equipment, irrigation inspections, and ensuring overall site cleanliness.

Primarily based at Champion Lakes and Midvale SpeedDome, the role provides support to other VenuesWest sites as required. It ensures safe and functional environments for staff, athletes, and visitors, contributing to both event readiness and long-term asset care.

ROLE RESPONSIBILITIES

GROUNDS MAINTENANCE

- Carries out routine turf care, weed control, pruning, irrigation checks, and landscape maintenance.
- Watering, fertilising, mowing and edging lawns.
- Sowing, planting, fertilising, trimming, mulching and pulling out dead flowers, shrubs, trees and weeds.
- Maintaining seats, benches, pergolas and signs.
- Operates and maintains horticultural machinery equipment and tools (e.g. ride-on mowers, edgers, blowers).
- Inspects and reports hazards or damage to facilities and grounds.
- Undertakes minor repairs and general cleaning duties across the venue grounds.
- Supports irrigation system inspections and basic troubleshooting.
- Maintains site cleanliness across paths, shelters, car parks, pontoons and lakefront.
- Assists with contractor management as required, including coordinating works and monitoring performance.
- Contributes to a culture of safety and teamwork within the Champion Lakes team.
- Carries out checks on reticulation system and replaces damaged components.
- Assists with modification work and extensions to reticulation system.
- Removes fallen branches and other debris from grounds as required.
- Assists to maintain cleanliness and condition of waterfall and fountain.
- Maintains cleanliness of roads and car parks using motorised and manual equipment as required.
- Maintains cleanliness of stormwater drain covers and gulleys as required.
- Removes bore staining and graffiti from structures and signage.
- Undertakes water sampling as required.

- Assists with contractor management as required, including coordinating works and monitoring performance.

WORKPLACE SAFETY AND HEALTH

- I take care to protect my own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.

OTHER

- Undertakes other cleaning and maintenance duties as directed.
- Ensures safety of self and other staff by following instructions, operating equipment safely and wearing appropriate protective equipment.
- Documents monthly meter readings.
- Undertakes relevant skills training as required.
- Other related duties, as directed.

ROLE REQUIREMENTS

The following capabilities are to be addressed in context of the responsibilities of the role.

ESSENTIAL

1. Previous experience in a maintenance role and sound general handyman skills including:
 - a. Experience in grounds maintenance, horticulture, or similar field;
 - b. Confidence in operating small plant and equipment, including ability to problem solve and diagnose issues with horticultural machinery;
 - c. Sound knowledge of safe work practices and hazard identification;
 - d. Ability to work as part of a small, mobile team with minimal supervision;
 - e. Basic literacy and numeracy skills for task documentation including the ability to read plans and drawings relative to the role.
2. Supports shared purpose by understanding organisational objectives, how they relate to the role and makes recommendations for improvements.
3. Organises work to reflect changes in priority; Maintains accurate records and files; Sees tasks through to successful completion.
4. Builds and maintains relationships by keeping clients and colleagues informed, managing progress and responding to changes in client needs; Responds to diverse experiences and takes responsibility for delivering customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides accurate information; Stays calm under pressure and ensures work is finalised.
6. Communicates clearly both orally and in writing; Listens to, understands and adapts communication styles to the audience.

QUALIFICATIONS / CERTIFICATIONS

ESSENTIAL

- WA Construction Industry White Card (Work Safely in the Construction Industry); or capacity to complete within 1 month of commencement.
- Valid WA Driver's Licence (C-Class minimum).

DESIRABLE

- Certificate II or III in Horticulture, Parks & Gardens, or Turf Management.

- Certificate II or III or Diploma in Conservation and Ecosystem Management.
- Experience in public open space maintenance.
- MR/HR Driver's Licence.

ABOUT THE VENUESWEST WAY

It is our system of defining and measuring our culture and sets the expectation on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and a collective. Our signature behaviours are:



We champion dreams



We deliver safely



Together we win



We act like owners



We celebrate success

POSITION CONDITIONS AND ELIGIBILITY

Appointment to this position is conditional upon:

- Providing evidence of 'Right to Work' in Australia
- Providing evidence of a National Police Clearance (dated within 12 months)

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Jana Simpson
Director Portfolio
Management

Date JDF Approved

17 October 2025