



Position Title: Track Curator

Club: Ballarat Greyhound Racing Club

Date: 1st December 2020

Reports To (Position): Track & Facilities Manager – Ballarat Greyhound Racing Club

Position that report to this position:

Nil

Name of Present incumbent (if applicable)

PRIMARY PURPOSE OF ROLE:

The Track Curator is responsible for the presentation and maintenance of the safest greyhound racing track in Victoria. The Track Curator will be responsible for the continuous improvement of the racing and trialling surface, facilities, and surrounds at the Ballarat 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 Ballarat Greyhound Racing Club (BGRC) has an impact on race numbers, field size and wagering turnover.

The position requires some business understanding to ensure organised and profitable outcomes occur for the club, sound organisational skills, ability to manage multiple tasks at times and able to communicate across all levels.

SCOPE:

The Ballarat Greyhound Racing Club conducts a minimum of 2 weekly race meetings and 4 trial sessions providing industry participants and local community with quality racing facilities.

The Track Curator plays an integral role in the development and efficient running of the BGRC.

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 \$200 per transaction for repairs, maintenance, and other purchases in accordance with the BGRC's expenditure policy. All other expenditure within agreed budgets needs to be authorised by the General Manager of the Ballarat 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	<ul style="list-style-type: none"> • Preparation of a safe, efficient and consistent racing and trialling 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 is 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 in good working order. • Kennels – ensure the kennels are cleaned and maintained in accordance with GRV Standards and BGRC standards. • Management of Track, Grounds & Maintenance Budget in consultation with Track & Facilities Manager. • Ensure that contactors working on behalf of the BGRC adhere to OH & S Policies of the BGRC 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 Club Manager & Track & Facilities Manager. • Maintain workshop including associated tools and equipment in a safe, secure and clean manner giving due regard to legislative and OH&S requirements. 	<ul style="list-style-type: none"> • 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 Track & Facilities Manager and General Manager BGRC and key stake holders
Track Management	<ul style="list-style-type: none"> ▪ 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. ▪ Visually inspect and maintain lure cable. Advise GRV Track & Facilities Manager when replacement is needed ▪ Relocate sand dispersed on the inside and outside of track. ▪ Inspect, operate, or test machinery or equipment to diagnose machine malfunctions. 	<ul style="list-style-type: none"> ▪ 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

	<ul style="list-style-type: none"> ▪ Estimate repairs costs on equipment and building structures as required, and record type and cost of maintenance or repair work. ▪ Diagnose mechanical problems and determine how to correct them, checking repair manuals, or parts catalogues, as necessary. ▪ Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following checklists. ▪ Repair or replace defective equipment parts, using hand tools and power tools, and reassemble equipment. ▪ Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, and the physical condition of buildings does not deteriorate. ▪ Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices. ▪ Assemble, install, or repair wiring, electrical or electronic components, pipe systems, plumbing, machinery, or equipment. ▪ Order parts, supplies, and equipment from catalogues and suppliers, or obtain them as necessary. ▪ Adjust functional parts of devices or control instruments, using hand tools, levels, plumb bobs, or straightedges. ▪ Paint or repair roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures. ▪ 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 BGRC are enforced. ▪ Full Compliance with GRV penetrometer & moisture reading requirements. ▪ Provide grounds keeping services, such as landscaping, plumbing and maintenance duties as required, including but not limited to planting and maintenance of gardens, shrubs and trees. ▪ Develop and maintain all gardens and grounds of the BGRC. ▪ Perform general cleaning of buildings or properties. ▪ Apply fertilisers, fungicides, herbicides and insecticides as required in managing the facilities of the BGRC. 	<p>requirements including OH&S, penetrometer and moisture readings.</p> <ul style="list-style-type: none"> ▪ Communication with Track & Facilities Manager and General Manager BGRC and key stake holders
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Race Day Duties	<ul style="list-style-type: none"> • 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 BGRC race day role as required • The provision of track data to the Club Track & Facilities Manager for pre-race transmission to GRV. 	
Staff Supervision	<ul style="list-style-type: none"> • Assist Track & Facilities Manager with supervision of casual track employees including the delegation of any of the above duties where appropriate. • Assist Track & Facilities Manager to develop annual work programme for track staff. • Assist in the annual performance appraisal of the Track & Facility Trainee. • Ensure all track staff are working in line with the OH & S Policy of the BGRC 	<ul style="list-style-type: none"> • Performance of staff
Other	<ul style="list-style-type: none"> • Other duties as reasonably requested from time to time 	<ul style="list-style-type: none"> • Adherence to key duties as outlined above
OHS	<ul style="list-style-type: none"> • Assist Track & Facilities Manager with implementing the OH&S plans and strategies. • Assist Track & Facilities Manager with management of OH&S incident reporting identifying improvement processes to minimise repeat incidents. • Encourage a Culture of Safety – Encourage the prompt reporting of hazards & risks – Raise management and staff awareness of safety accountabilities & responsibilities. • Ensure all staff and contractors work is consistent with OH&S legislation and club OH&S policies and procedures. 	<ul style="list-style-type: none"> • OH&S plan and strategies implemented and communicated within expected timelines. • Incident Reporting is well maintained and up to date

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
External contractors	BGRC Club Manager
GRV Contractors	Club Staff and Volunteers
	Industry participants

PERSON SPECIFICATION	
EDUCATION/QUALIFICATION <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Current Drivers Licence	Grounds Maintenance and/or horticulture training/qualification
Medium rigid vehicle licence or ability to obtain	Experience driving a Lure
Experience maintaining greyhound racing tracks or groundskeeping	Manual Drivers License
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
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 <i>required to ensure satisfactory performance and cultural fit</i>	
ESSENTIAL	DESIRABLE
Responsiveness	Ability to Multi-task
Integrity	Self Motivated

Impartiality	Lateral Thinker
Accountability	Team player
Respect	
Leadership	
Human Rights	

EMPLOYMENT CONDITIONS

- The Ballarat 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 Ballarat Greyhound Racing Club policies and procedures.
- All employees at the Ballarat Greyhound Racing Club are required to have the right to work in Australia.
- All employees are required to comply with OHS statutory obligations.
- Ballarat Greyhound Racing Club is an EEO employer.
- A current Drivers Licence is required
- 3 month probationary period applied with review against KPI's to be agreed to.

I agree with and accept these terms and conditions.

NAME: _____ DATE: ___/___/___

SIGNATURE: _____