

Schedule One – Job Description – Track Supervisor

Reports to:	Property Manager	Number of direct reports:	0
		Indirect reports:	0

Position purpose	Maintain the Club's race and training tracks in a professional manner. Work race days and nights to ensure track maintenance. Grounds and maintenance duties.
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Key Result Areas

1. Track Management

- Manage & maintain track in a professional manner
- Work race (trial & workout days where required) days and maintenance to ensure track maintenance between races.
- Consult with Racing Manager to ensure feedback from trainers and riders is considered when planning and performing track maintenance duties.
- Coordinate with the Property Manager to delegate tasks when required for preparation.

2. Operational – protocols may vary slightly

Day 1 (usually a Monday following race-nights)

- Measure track depth before any track prep to compare to Thur/Fri depth measurements.
- Remove all marker pegs on a weekly basis.
- Grade track
- Using water tanker apply a light spread of water to suppress any dust issues.
- Attached levelling bar to tractor, gently level the track to remove any marks that are left from the grader

Day 2 - 4 (during the week i.e. Tuesday-Thursday)

- Continue grooming the track with mesh, or levelling bar during the week.
- Apply water when necessary.
- Measure track depth - Thursday

Day 5 (race day)

- Apply water as required
- Connect track conditioner and condition track.
- Use track conditioner and repeat the process.
- Use magnet bar attached to tractor to screen track for metal objects, provide all objects found to Head of Grounds for documenting.
- Walk track inspecting for and removing any large rocks or other debris.
- Re-check track depth to determine whether any remedial work required since Thursday

Day 5 (during the race meeting)

- Alternate between the conditioner and the mesh bar in between races.

- Apply water as required.
- Always groom the track following the last race with either the mesh or the levelling bar.

3. Grounds Work

- Labouring work as per the schedule of work priorities assisting the property team.
- Cleaning and maintenance of stables as required from time to time including but not limited to:
 - Removal and replacement of latrines
 - Emptying wheelie bins
 - Checking of stall ties
 - Ensure swab box is ready.
- Mow, spray and keep in a neat and tidy condition the area inside and surrounding the training tracks.
- General maintenance duties of the Club's buildings and surrounds as required, including rubbish clearance, sweeping and cleaning duties.

4. Health & Safety

- Abide by & work within all Health & Safety Policies & Procedures
- Safety footwear & work overalls to be supplied by the employer on a regular basis
- Where safety equipment is provided ensure it is used correctly & at all times including eye and hearing protection
- Immediately report any unsafe work condition of equipment to the Property Manager

5. Other Duties

- Work in other areas as directed by the Property Manager
- Any other reasonable duties as may be requested from you from time to time.

Position Dimensions		
Reports	Direct Reports None	Indirect Reports None
Delegated authority	None	
Key relationships	Internal Racing Manager Property team	External Suppliers

	Essential	Preferred
Experience	Minimum 5 years' experience in a similar role	Grader operation experience
Knowledge	Ability to operate medium to heavy plant and machinery	
Skills:		
Education	HT Drivers Licence Drivers Licence	

Key Performance Indicators	Measure
Comply with H&S policies & procedures	Incidents and accidents reported and minimised with hazards identified and contained.
Track presentation & preparation to a professional standard	Carry out all works in strict compliance with track maintenance procedure protocols
Presentation of Grounds and gardens	In pristine condition clear of rubbish and debris so no complaints or reminders.

Competency	Description
Results Oriented	<p>Demonstrates the ability to operate with a high level of energy focused on outcomes.</p> <p>Demonstrates enthusiasm for the organisation through commitments and actions. Business results are impacted through individual efforts.</p>
Relationship building	<p>Builds and leverages mutually beneficial relationships and networks, both internally and externally.</p> <p>Exhibits effective stakeholder management to achieve better outcomes.</p>
Accountability	<p>Demonstrates the ability to set challenging goals and achieve results beyond agreed organisational objectives. Accepts responsibility, owns decisions and achieve results.</p>
Collaboration	<p>Develops strategy in partnership with peers, partners and clients.</p> <p>Works with others to evaluate up and down stream impacts before making decisions.</p> <p>Uses collaborative technology to stay connected with team members, clients and peers.</p> <p>Develops effective working relationships and fosters teamwork.</p>