



Superb Facilities & Maintenance Skills?

The search for a fresh face in Facilities & Maintenance to join our superb team has begun. Your pivotal role in presenting our Tennis Centres in Asquith & Berowra as a fun, fit & friendly space will be valued by the members & guests who enjoy our facilities. It's been an exciting year so far and 2022 is shaping up to capitalise on this energy.

We offer the right candidate:

- A flexible schedule that meets the demands of our centres and your calendar.
- A strategic plan where "PLACE" is a core pillar.
- Support to own your work within an experienced team & stakeholders.
- Work in a sporting environment. [Tennis does not have to be your "thing"].
- Working with a not for profit serving the community for over 98 years.
- Growth opportunities in developing skills.

You offer:

- Ability to at times complete physically demanding work on and off the Tennis Courts, gardens, buildings, etc.
- Experience or interest in repairs and maintenance.
- A current NSW Drivers Licence.
- Access to a motor vehicle with capacity to move small equipment.
- A reputable work ethic with good interpersonal & communications skills.
- Ability to prepare courts prior to morning competition on Monday's & Wednesday's during school terms.

We would love to hear from you if this looks like a good fit or if you have further questions. Our website link is here: <https://superbtennis.com.au/HKDTA-Home.aspx> to find out more about us.

Whilst the closing date for applications is Wednesday 1st December, we reserve the right to interview & hire prior to this deadline. Contact: Tim Brackenreg proshop@hkdt.net.au
We're ready to go.

Position Description

Title: Facilities Maintenance Worker

Hours of work: Flexible – between 10 (min) to 30 (max) hours per week.

Locations of Work:

Mills Park Tennis Centre (4X Stratford Close, Asquith NSW 2077) ('MPTC') &

Berowra Tennis Centre (6 Boundary Rd, Berowra NSW 2081) ('BTC')

Line Manager: President, Hornsby Kuring-gai District Tennis Association (HKDTA)

Teamwork: This position will collaborate closely with the Centre Manager (Mr Tim Brackenreg), who will provide training, advice and support. The Facilities Maintenance Worker (**FMW**) and Centre Manager will share some of the duties below, according to their respective workloads and at the discretion of HKDTA (expressed through the Line Manager or alternate). The FMW will also work in collaboration with unpaid HKDTA committee members and other HKDTA member volunteers.

Maintenance Duties

Most days:

1. Sweeping of tennis courts to evenly distribute sand, remove all leaves and debris from the court area to provide good playing surface.
2. Minimum requirements per Schedule 1

Ad hoc/as directed 'core' maintenance duties:

3. Brushing of courts with heavy broom according to court surface Manufacturer guidelines.
4. Clearing court lines of sand.
5. Mowing lawns and trimming verges of same.
6. Garden watering, weeding and maintenance.
7. Trimming plants on court perimeters, site boundaries and driveways.
8. Add, remove or redistribute sand on court surfaces.
9. Check net height and condition and make necessary adjustments and repairs.
10. Remove sand and debris from gutters at court perimeters.
11. Repair damage to chainwire fences and gates.
12. Painting.
13. Report maintenance issues to Centre Manager and HKDTA.
14. Other maintenance tasks as directed.

Cleaning & waste management duties

At BTC only:

- a) Clean change rooms including fittings (e.g. toilets and showers).
- b) Clean club house / shelter facilities: sweep and mop floors, and wipe surfaces.
- c) Tidy outdoor furniture – on and off courts and wipe table surfaces.
- d) Replenish consumables (e.g. toilet paper, paper towels and liquid soap).
- e) Empty rubbish bins into large bins for collection by Council.
- f) Collect litter and other waste from site and dispose into large bins.

Essential:

1. Physical stamina and strength – e.g. sweeping courts for up to 2 hours continuously and mowing grass on steep banks.
2. Good interpersonal and communication skills.
3. Ability to work with minimal supervision.
4. NSW Drivers Licence.
5. Access to motor vehicle with capacity to carry equipment.
6. Availability to work from 7am on Mondays and Wednesdays.

Desired:

1. Experience in painting
2. Experience in simple gardening techniques
3. Competent in completing minor repairs, self-directed