



Tauranga City

## Job description

<b>Title</b>	Supervisor – Sports fields
<b>Number</b>	TBC
<b>Group</b>	Community Services
<b>Division</b>	City Operations
<b>Reports to</b>	Team Leader – City Operations
<b>Direct reports</b>	Foreperson/ Turf Manager x 1, Operators x 9
<b>Date</b>	February 2025

### Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- provide leadership & guidance to others
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Matauranga Māori and our partnership with tangata whenua.

### Job purpose

The primary purpose of this role is to effectively lead a team responsible for maintaining sports fields to the highest performance standards. This leadership position requires a strong technical focus, coupled with a key emphasis on stakeholder management, engaging with various sports user groups and TCC asset managers. The role is essential in ensuring the community has access to well-maintained sports fields, enabling optimal usage and fostering a thriving local sports environment. The role includes routine maintenance, renewals and renovations.

Renewals = life end of asset

Renovation = extending the life of an asset

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## Key outcomes

<p><b>The Supervisor – Sports fields provides strong and effective leadership to their team, ensuring the team are safe, productive and engaged.</b></p>	<ul style="list-style-type: none"> <li>• Guide, support, and mentor the team to deliver high quality services. Setting clear expectations of what is needed.</li> <li>• Proactively share your technical knowledge, helping team members problem solve to get the best results.</li> <li>• Support people through their Level 3 (or apprenticeships) in Turf qualifications.</li> <li>• Ensure Job Start forms and SOPs are completed accurately and appropriately filed. Proactively engage with the Health, Safety and Compliance Lead to maintain safe working environments.</li> <li>• Authorise leave and overtime, ensuring timesheets are accurate.</li> <li>• Ensure team members performance is regularly reviewed, and action is taken to address any issues linking in with the People Lead when necessary.</li> <li>• Oversee recruitment and training of new employees, with particular emphasis on the first 90 days onboarding period setting people up for success.</li> <li>• Identifying training needs in team members and action appropriate interventions. Encourage team members to attend training and development opportunities to upskill themselves and progress along the career pathway.</li> <li>• Actively contribute to team toolbox meetings with ideas and issues.</li> <li>• Build a community/ customer focused culture within your team where team members understand our purpose and the part they play in bringing that to life.</li> </ul>
<p><b>The Supervisor is held accountable for delivering outcomes that keep sports fields at an optimal standard.</b></p>	<ul style="list-style-type: none"> <li>• Creation of effective route / round planning and scheduling to make the most of our resources. Collaborating with Workforce Panning to be constantly improving delivery.</li> <li>• Project management of surface renewals and renovations, for instance Blake Park, Gordon Spratt, Tauranga Domain, Ferguson Park. In depth knowledge of a the unique requirements of each sport and season including cricket, soccer and rugby,</li> <li>• Ensure line marking meets stakeholder expectations and deadlines.</li> <li>• Monitor work projects and audit results to ensure they are delivered to the appropriate standard, within the required time frame and budget.</li> </ul>

	<ul style="list-style-type: none"> <li>• Triage and assign routine jobs to the team while also dealing with reactive / urgent work (CCM's) as they come in.</li> <li>• Conduct regular H&amp;S and quality auditing and implement corrective actions that have been identified.</li> <li>• Build a community/ customer focused culture within your team where team members understand our purpose and the part they play in bringing that to life.</li> </ul>
<b>The Supervisor builds strong relationships with TCC asset managers and sporting user groups.</b>	<ul style="list-style-type: none"> <li>• Ensure strong relationships with TCC asset managers. Providing regular updates and reporting. Forecasting future issues and concerns that could impact sports field usability.</li> <li>• Ensure strong relationships with sporting user groups, understanding their unique requirements and timelines, ensuring we are delivering to their expectations.</li> <li>• Appropriately respond to public requests and CCM's. Meeting with community members to discuss and resolve issues.</li> <li>• Engage with appropriate specialist subcontractors to assist with the delivery of the work that sits outside of our scope or technical capability.</li> </ul>

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

## Person specifications

<ul style="list-style-type: none"> <li>• Solid experience in leading people to deliver outcomes to a high standard.</li> <li>• 5 – 10 years' experience in sports turf management.</li> <li>• Relevant horticultural qualification, Level 4 in Sports Turf Management as a minimum.</li> <li>• Growsafe or approved chemical handler qualified. Ability to identify and control common sports turf pests, diseases, disorders and weeds.</li> <li>• Extensive knowledge of: plant biology, ecology, taxonomy, soils, root zones, water behavior, artificial turf maintenance, specialist sports field machinery and equipment eg. Scarifier.</li> <li>• Strong problem-solving ability being able to weigh up costs, impacts, safety and prioritise work based on that.</li> <li>• A track record in successfully implementing Health &amp; Safety plans and procedures as well as driving a culture of speaking up.</li> <li>• Effective planning and scheduling skills. Working to tight deadlines is critical in this role.</li> <li>• Full clean class 1, NZ drivers license.</li> </ul>
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- Excellent communication and interpersonal skills with the ability to adapt your communication style to suit many different audiences.
- Competent computer skills with the ability to do: reporting, Microsoft Office (Outlook, Word, Excel, Teams), use work flow (SAP, Excel, Ozone, Accela and Health and Safety apps (Damstra).
- Honesty and integrity.
- The ability to be a positive ambassador for TCC, interacting with all community members in a respectful and appropriate way, being able to role model this to your team.

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## Our values

### **Pono / Integrity**

We do what we say we will do

### **Manaakitanga / Respect**

We listen to all views and show we care

### **Whāia te tika / Service**

We do the right thing for our community  
and each other

### **Whanaungatanga / Collaboration**

We work together and create connections