

POSITION DESCRIPTION – RACE TRACK AND FACILITIES MANAGER

1. Overall Purpose of Position

The Race Track and Facilities Manager is responsible for ongoing maintenance and continuous improvement of the physical condition of the Tyers Park Racecourse and facilities, so as to provide at all times a safe and attractive high quality venue for all stakeholders and patrons of the Course.

The following key elements apply:

- Oversee the development and implementation of track and facility management plans and practices for Bathurst Thoroughbred Racing.
- Implement industry standards for the preparation of training and racing tracks and facilities.
- Effectively communicate with racecourse users, staff and stakeholders and ensuring all racecourse staff are effectively managed.
- Demonstrate commitment to Health Safety and Wellbeing, ethical behaviour, efficiency, participation and service of customers.
- Investigate options for continual improvement of environmental practices.

2. Key Actions and Activities

Race Track and Facilities Maintenance

- Maintenance of the training facilities, including sand track, swimming dam, stalls and general grounds.
- Preparation and management of the course proper (turf race track) for the attraction of the best possible class of horses to all race meetings.
- Preparation and management of race day infrastructure.
- Operate barrier duties at all BTR race days and Barrier Trails.
- Management of the grounds including, grand stand, function room, trainer's room, toilets, lawns and gardens.
- Management of race day logistics, erecting race day infrastructure, taking deliveries and co-ordinating contactors and supplies on grounds.
- General up keep of tractors, mowers and other equipment, including the general maintenance and repairs.
- Working closely and maintaining a close relationship with Trainers, Owners, Stewards, Sponsors and other racing officials.
- Knowledge and application of fuel, seed, fertiliser, soil, feed etc.
- Providing race track reports and conditions to NSW Racing and the Secretary Manager.
- Working closely with a computerised irrigation system.
- Following and implementing WHS policies and procedures.
- To ensure that any necessary repairs and maintenance of buildings and racecourse infrastructure are attended to or reported to the General Manager for action so that they are maintained in good condition at all times.

- Assist with the development and implementation of capital works projects within the Tyers Park Racecourse Grounds.
- Develop and implement budgets and management plans to facilitate the maintenance, production, construction and preparation of all facilities to the required levels agreed with General Manager and BTR Board.
- Liaise with Stewards in regard to track monitoring and performance.
- Monitoring of compliance by trainers, riders and stable hands with the Rules and Regulations of the Industry and BTR
- Develop track management reports for the General Manager as required and make a monthly presentation to the Board.
- Maintain accurate records of all information relating to the racecourse facilities and all staff reporting to this position.
- Ensure that all duties as outlined are performed with respect to safe working practices in accordance with the Occupational Health and Safety Act 2004.

General

- Recruit staff as required and in accordance with standard NSW employment policies. Ensure staff receives appropriate training, induction and supervision to enable them to complete tasks safely and efficiently and to the required standard.
- Assist with set-up for functions
- To conduct yourself in a professional manner at all times.
- Other general duties as could be reasonably expected in this role.

3. Knowledge and skills required (To effectively perform in the role the position holder must have the following skills, experience, qualifications)

- Ability to implement effective work systems to agreed quality standards and within operational and budgetary constraints
- Management and leadership skills/qualifications including good understanding of the requirements and practical applications of Occupational Health and Safety legislation and codes.
- Ability to work independently and be self motivated.
- Ability to operate required machinery including turf maintenance equipment.
- Working knowledge of machinery and ability to undertake general maintenance requirements.
- Ability to attend to general maintenance of buildings, facilities and surrounds.
- Have ability to deal with any conflict that may arise and make autonomous decisions if required.
- Ability to communicate with a wide variety of people
- Ability to coordinate and oversee projects.

4. Working Relationships Reports to

General Manager

Most Frequent Contacts

- General Manager (Internal)
- Board of Directors (Internal)
- Racing NSW Stewards and officials (External)
- Trainers, Strappers and Jockeys (External)