

Position Description

Position Title	Open Space Maintenance Officer – Turf, Mowing and Irrigation
Position No	9122
Directorate	Assets & Operations
Department	Open Space and Recreation
Unit	Open Space
Appointment Type	Permanent Full Time
Classification	Band 3
Location	Woodend - all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Reviewed by People and Wellbeing	September 2023
Employee – Name	

Position Objective

To assist with the maintenance of sportsgrounds, high profile turf areas and irrigation systems. To carry out mowing, brush-cutting and general open space maintenance, both mechanically and manually as required, and to effectively operate plant and equipment applicable to open space and turf maintenance tasks.

Organisational Values

Macedon Ranges Shire Council are committed to the core values of respect, honesty, accountability, working together and innovation.

We will show **respect** for each other and other opinions and perspectives. We will be **honest** about issues and gaps we have identified and that there is room for improvement. We will show ownership and be **accountable** for the actions we identify. We will **work together** positively and constructively across our department and directorate. We will be **innovative** through being open to new ideas and ways of doing things.

Key Responsibilities and Duties

- Carry out maintenance in the areas of turf, irrigation, mowing, construction and other works to the standard required by the Team Leader.
- Assist with the various townscape and open space projects.
- Labouring duties including but not limited to general tidying, clean up and rubbish removal, digging, shovelling, erecting and removing safety signage, lifting and carrying within Council manual handling guidelines.
- Operation of plant as directed including but not limited to the following: ride on mowers, self-propelled hand mowers, knapsack sprayers, brush cutters, blowers, mechanical edger, chain/pole saws, power tools and light/medium commercial vehicles.
- Ensure that plant and equipment under your control is properly serviced and maintained by undertaking daily pre-start equipment safety checks, performing minor routine repairs and operator maintenance and ensuring all servicing is completed by the councils workshop team.
- Observe safe working practices in accordance with Macedon Ranges Shire Council's various policies and procedures.

- Attend training courses, seminars, team meetings and conferences where required.
- As highly visible employees of Macedon Ranges Shire Council the incumbent will at all times exhibit professional behaviour and driver courtesy.
- Participate in productivity and continuous improvement initiatives.
- Correctly prepare and submit timesheets and other records where required.
- Other duties as directed by the Team Leaders that are within the skills and capabilities of the incumbent.
- From time to time you may be required to work within other areas in the Open Space unit including but not limited to the; Horticulture, Arboriculture and Turf maintenance teams.

Occupational Health and Safety and Risk Management

- Create, maintain and foster a safe work environment at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure staff follow safe work practices, procedures, instructions and rules at all times and report potential breaches to Team Leader or Senior Team Leader.
- Ensure compliance with Council's Occupational Health & Safety and Risk Management Policy and Procedures.
- Ensure that identified risks are reported to your Team Leader and identified risk reduction strategies are implemented.

Child Safe Standards Commitment

To strengthen Council's commitment to child safety and wellbeing, all Macedon Ranges Shire Council staff are required to understand our Child Safety and Wellbeing policy and Code of Conduct to maintain and enhance the wellbeing of children within the shire.

Record Keeping

This position is responsible for ensuring that records are created which will adequately document the business activities in which they take part, and that the records created and received are captured into the appropriate and authorised recordkeeping systems in accordance with records management policy.

Organisational Relationships

Reports to	Team Leader Turf and Irrigation
Supervises	Apprentices, trainees and casuals when required
Internal Contacts	Open Space & Recreation Staff Other Council Staff.
External Contacts	Members of the public

Accountability and Extent of Authority

- Accountable to the Team Leaders for the efficient and effective operations of daily assigned tasks.
- Observing on-site safe work practices
- Accountable for the quality and timeliness of own work in so far as available resources permit.
- Accountable for the safe operation of vehicle/plant and safe performance of all duties and adherence to appropriate procedures.
- Accountable for appropriate maintenance/servicing of machinery and for advising Mechanic of problems arising.
- To ensure that the work site is left in a safe and reasonable condition.
- To ensure that tools and equipment are secure at all times.

Judgement and Decision Making

- Ability to work well with limited supervision, and on occasions without any supervision.
- Ability to work well in a team environment.
- Required to make decisions in relation to routine matters.

- Ability to perform tasks which will involve a range of techniques, systems, methods or processes to complete the required tasks.

Specialist Knowledge and Skills

- Sound knowledge of turf management, irrigation and open space maintenance practices.
- A good understanding of the safe and competent operation of a range of mowing plant and equipment and small plant such as brush cutters, mechanical edgers, blowers etc.
- Ability to perform various physical tasks including heavy lifting, climbing, brush cutting, feeding a wood chipper, spreading mulch and using hand tools such as shovels, rakes and crowbars.
- Ability to perform basic plant maintenance
- Understanding and application of quality control techniques.

Management Skills

- Ability to effectively and efficiently carry out daily assigned works, taking into consideration all relevant planning and organisational requirements to ensure tasks are completed.
- Ability to complete paper work relevant to tasks undertaken.

Interpersonal Skills

- Well-developed communication skills in a team environment
- Ability to communicate, in a polite and courteous manner with customers and members of the public, both written and verbal, and in the resolution of minor problems.
- Ability to work as part of a team and co-operate with other staff

Qualifications and Experience

- Current Victorian Drivers Licence/Medium Rigid.
- Experience in relevant operational work environment.
- Competency of operating relevant plant/equipment.
- Demonstrated understanding and practical application of Occupational Health and Safety requirements.

- Hold a current Working with Children's Check.

Selection Criteria

1. Demonstrated skills and experience in carrying out turf management and irrigation maintenance works.
2. Demonstrated skills and experience in safe operation of mowing plant and equipment.
3. Demonstrated ability to work well with limited supervision, and on occasions without any supervision.
4. Ability to communicate, in a polite and courteous manner with customers and members of the public, both verbally and orally, and in the resolution of minor problems.
5. Demonstrated understanding of OHS procedures and practices.
6. Current Medium Rigid Victorian drivers licence.
7. Willingness to undertake Pre Employment Medical check and Audiometric Assessment.

Note: Appointment is subject to the successful completion of a National Police Check

Conditions of Employment

Employment conditions for all employees are in accordance with the current certified agreements at this council and employment contract or industrial agreement, organisational policies and procedures as amended.

Current certified agreements pertaining to Macedon Ranges Shire Council employees are:

- Macedon Ranges Shire Council Enterprise Agreement 2022
- Early Education Employees Agreement 2020

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details Enterprise Agreements can be downloaded from www.fwc.gov.au.

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

Application Process

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination or police check.

Appointment to positions within Macedon Ranges Shire Council is on the basis of merit.

Key Selection Criteria

The position description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job. Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

More Information

The Contact Officer's name is stated on the Job Advertisement. If you have any queries, please contact this person so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

Privacy Statement - Recruitment

Personal and Health Information will be collected by Council during the recruitment process. The Personal and Health Information will be used solely by Council for this purpose. Council may disclose this information to other organisations if required by legislation. The applicant may apply to council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time. Requests for access and/or correction should be made to Council's Privacy Officer.

Canvassing of Councillors and Council Officers

Canvassing of Councillors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.