



Position Description

Non-supervisory Employees

Position Title	Park Attendant
Section	Recreation & Buildings
Division	Development & Environment
Reports to	Team Leader
Grade	Four
Employment Status (FT/PT/Casual/Temp)	Full Time

Position purpose

To undertake maintenance and improvement works associated with Council's open space network including parks, reserves, sports fields, public gardens, road reserves, beaches & cemeteries

Position specific responsibilities

The key duties you are expected to perform in your role.

- Undertake maintenance activities within parks, reserves, sports fields, public gardens, road reserves, trees, cemeteries and beaches
- Identify, report, treat and monitor pests, diseases and weeds which impact on turf quality
- Implement turf fertilising/soil improvement programs
- Undertake the collection of litter from parks, reserves, sports fields, road reserves, cemeteries and beaches
- To assist in the delivery of minor construction works
- To undertake truck driving duties including towing trailers and loading.
- To operate mowing and other relevant plant including relevant training and VOC as required
- To operate and maintain plant and equipment as required
- Preparation of sporting fields in accordance with user group requests
- To operate and maintain irrigation systems
- To plan, implement and maintain traffic control at job sites
- To complete all relevant documentation associated with the role
- Review Recreation and Building project designs with a view to reducing ongoing maintenance issues
- Carry out informal inspections of Recreation & Buildings assets and escalate issues to relevant officer (for e.g. beaches, playgrounds, signs, skate parks, trees, sports fields and cemeteries)
- To work collaboratively with other sections of council and external stakeholders to achieve positive outcomes
- To maintain to following relevant qualifications (Light Rigid LR truck license, Chemical user accreditation, Minimum Level 1 Chainsaw user certification, Traffic Controller, Implement Traffic Control Plans, VOC on mowers/tractors)
- To ensure Work Health and Safety responsibilities and requirements under council policy and legislation are met at all levels



- To ensure that accidents and significant incidents are correctly and promptly reported
- To ensure resources, plant and equipment provided is in good condition and suitable for the purpose for which it is used
- To ensure Human Resources related policies, procedures, Code of Conduct and legislation are adhered to
- To contribute to the development of SWMS and work related policy & procedural documentation
- To ensure that all work undertaken minimises environmental impact To actively deliver on-the-job training and mentoring to team members and trainees
- Identify and address efficiencies with a view to achieving overall cost savings
- Any other related duties as directed, within the skills and scope of the role



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date Date approved **Group Manager** Recreation & Buildings

Date Date approved **Director** Development & Environment

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____