

Position:	Open Space Maintenance Officer
Agreement:	Surf Coast Shire Council Enterprise Agreement 2022 – 2025
Award Classification:	Band 3
Division:	Community Life
Department:	Operations
Team:	Open Space Operations
Date Reviewed:	December 2024
Approved By:	General Manager/Manager
Current Incumbent:	VACANT

Surf Coast Shire Council Acknowledges the Wadawurrung People, and the Gulidjan and Gadubanud Peoples of the Eastern Maar nation as the Traditional Owners of the land we now call Surf Coast Shire. We pay our respects to their Elders past and present, and all other Aboriginal and Torres Strait Islander People who are part of our Surf Coast Shire community.

Our purpose, direction and approach were developed collaboratively by our people for our people.

As an employee of the Surf Coast Shire Council you are committing to work towards our purpose within our team by following our direction and living our approach.

Purpose, Direction and Approach

Council is committed to helping our community and environment to thrive. In order to do this we understand that we will be an innovative and flexible leader that values the strengths of others enabling our workplace to be a place where people can do their best and be proud of their achievements.

Our Approach guides us in the way that we work:

We Do What We Say

We set clear expectations
We are accountable for our actions
We get things done

We See Opportunity

We look for better ways
We are open minded
We learn from our experiences

We Work Together

We value strengths and differences
We seek to work with others
We help people to succeed

We Make a Difference

We proudly represent Surf Coast Shire Council
We act with the future in mind
We go the extra mile

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

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Position description

Introduction of the work of the team

In Open Space Operations we work together to deliver open space maintenance programs to keep our community and our environment safe and beautiful. The Open Space Maintenance Team carries out both turf maintenance and parks maintenance and is responsible for the upkeep of Council's parks and open spaces within the Surf Coast Shire. Officers work in small crews to deliver works that are both programmed and reactive on a day-to-day basis.

POSITION OBJECTIVES

- To assist with the maintenance of Council parks, reserves and open spaces, through the application of programs and work instructions, to achieve standards appropriate to the specific environment.
- To ensure that agreed productivity and service levels are met.

ORGANISATIONAL RELATIONSHIPS

Reports to: Team Leader Open Space Maintenance

Supervises: Team members as assigned for specific periods

Internal Relationships: All employees and Councillors

External Relationships: General Public, Contractors, Other Government Departments

KEY RESPONSIBILITIES

- The maintenance of Council parks, reserves and open spaces, through the application of programmed maintenance and reactive maintenance.
- Ensure that the specified service levels for open space maintenance are met as agreed.
- The operation of assigned plant in a safe and appropriate manner with particular attention and knowledge of safe work policies and practices.
- The maintenance of assigned plant, e.g. out front mower, power equipment, light truck, etc. to the required level of cleanliness and lubrication including standard adjustments.
- The prompt reporting of maintenance problems to Team Leader to ensure minimal delays and maximize customer satisfaction.
- Attend training as required and maintain all relevant certifications and qualifications.
- This role will require occasional work outside regular office hours including early starts on weekday mornings to support operations during peak visitor periods.

ACCOUNTABILITY & EXTENT OF AUTHORITY

- The quality and quantity of work in a timely manner subject to available resources.
- Supervision and work output of staff under the control of this position.
- Assistance in the planning and co-ordination of the work of the team.
- The employee will work under general supervision however will be expected to provide on-the-job guidance to subordinates.
- Advice and assistance will be available.

JUDGEMENT AND DECISION MAKING

- Exercise competent personal judgement in accordance with specified plans and procedures.

OUR APPROACH

We do what we say We work together We see opportunity We make a difference

Position description

SPECIALIST SKILLS AND KNOWLEDGE

- Proficiency in reading maps and plans.
- Ability to carry out basic measurements.
- Experience within the sports turf management or horticulture area.
- Certificate level qualification in a relevant area is desirable.
- Basic administrative skills.

MANAGEMENT SKILLS

- Ability to manage one's own time effectively is desirable.
- Ability to supervise, direct and train staff in on-the-job work and procedures.

INTERPERSONAL SKILLS

- Competent oral and written skills are required.
- Use of problem-solving skills as required.
- Competent performance and ability to work alone.

KEY SELECTION CRITERIA

Qualifications and Experience

- Certificate 3 in Horticulture or Sports Turf Management or several of years of relevant experience in Sports Turf Management or Parks and Open Space Maintenance roles.
- Current medium rigid driver's licence.
- Agricultural Chemical Users Certificate.
- An industry card.
- Experience in a Local Government environment.

Other requirements

- Current Victorian driver's licence.
- You have the Right to live and work in Australia.
- A current Working with Children Check (WWCC). All positions within Council are required to have a current WWCC. All prospective employees cannot commence work with Council until they have a valid WWCC.
- Police Check results that are suitable for this position. All prospective employees will be required to undertake a national and/or international criminal history check before commencing employment with Council. This check will be conducted and paid for by Council.

ORGANISATIONAL RESPONSIBILITIES

Child Safe Standards	Surf Coast Shire Council is committed to being a Child Safe Organisation where children and young people are protected, respected, and encouraged to reach their full potential. The Victorian Child Safe Standards are embedded across the organisation, our policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005.
Equal Opportunity	Surf Coast Shire Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all applicants, regardless of age, gender, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other irrelevant factor. We recognise our proactive duty to ensure compliance with equal opportunity and other workplace-related legislation, and to eliminate all forms of discrimination.
Fraud and Corruption	To ensure Council's Fraud & Corruption policy and program are consistently observed and complied with, it is essential to apply sound fraud and corruption management practices within the workplace and community. Maintaining awareness through relevant training is crucial for all staff to meet their obligations and responsibilities related to fraud and corruption. Participation in the organisation's Fraud & Corruption training is a requirement to uphold these standards.
Record Keeping	Staff are required by legislation and internal policies to create full and accurate records that document official business activities of council.
Right to disconnect	In accordance with the new Australian right to disconnect legislation, this role acknowledges the importance of work-life balance and the employee's right to disconnect from work outside of regular working hours. However, and in addition to any obligations listed above, there may be occasional requirements to be available to take calls after hours or on weekends to address urgent matters or critical issues that arise.
Risk Management and Workplace Health & Safety	Ensure that work practices are conducted in line with Council's Workplace Health and Safety and Risk management policies, practices and relevant legislation. Observe safe work processes in accordance with training and instruction reporting any risks, hazards and incidents in a timely manner using the correct channels of communication.

To apply for this role please use the links on the 'Employment Opportunities' page of our website. To be considered for this opportunity candidates must address the Key Selection Criteria and follow the instructions listed in the Employment Application Guide.