



Position Description

POSITION TITLE:	Site Leader Green Space
DEPARTMENT:	Engineering Services
SECTION:	Infrastructure Services
CLASSIFICATION:	Band 2 Level 1 Grade 9
REPORTS TO:	Green Space Coordinator
DATE OF LAST REVIEW:	20/2/2026

PURPOSE OF THE POSITION

- To assist with the overall maintenance and management of Councils parks, reserves, beaches, street verges, sports fields (turf) and facilities.
- To maintain, improve and extend gardens and street plantings throughout the Council managed or owned reserve system.
- To complete minor projects.

SELECTION CRITERIA

Essential

1. Certificate IV in Horticulture or equivalent qualification or a willingness and ability to complete within 2 years of commencement with Council's assistance.
2. Experience in garden and turf or natural area management / establishment
3. High level of physical fitness
4. Drivers licence
5. WHS Construction Induction certificate
6. Ability to operate small plant and equipment
7. Ability to use hand tools
8. Demonstrated ability to manage, supervise and motivate staff
9. Demonstrated ability to promote teamwork
10. Demonstrated ability to use a tablet or phone to document work tasks

Desirable

11. Chemical Spraying certificate
12. MR or HR drivers licence
13. Experience in tip truck, tractor with implement, posi track, backhoe and or loader operation
14. Senior First Aid certificate
15. Chainsaw, cross cut, felling and pole saw certificate
16. Playground inspection qualifications
17. Experience in tree management and inspections
18. Knowledge of the Noxious Weed Act and weed identification and management
19. GIS / GPS and Mapping Experience
20. Experience in contractor management
21. Experience organising Traffic Control and or SafeWork NSW Traffic control qualification (IMP and TCR)
22. Computer skills (Word, Email and report writing)
23. Tree pruning, felling and chipper operation

KEY RESPONSIBILITIES

Garden and turf management / establishment and natural area management

- Maintain, establish and enhance street scape plantings
- Maintain, manage and improve turf surfaces in playing fields
- Identify and assist in the regeneration or re-vegetation of Council managed lands to reduce Councils ongoing mowing/brush-cutting requirements
- Assist in the enhancement and management of areas of natural vegetation

Tractor/Slasher Oversight

- Ensure the team mow parks, playing fields and reserves
- Ensure the team operating the tractor and slasher perform maintenance in accordance with manufacturers recommendations
- Ensure the team operating the tractor and slasher keep their plant clean and tidy

Parks and Reserves Maintenance

- Operate mowers, brush-cutters, pole saws and other similar size equipment as necessary
- Lead crew pruning vegetation and operate chipper
- Carry out minor repairs and install structures (seats, picnic tables, fences, etc) including painting
- Carry out maintenance and improve gardens, playgrounds, trees and shrubs
- Environmental and noxious weed identification and control

General

- Ensure subordinate team members complete timesheets, plant pre-starts, and risk assessments as required.
- Ensure that SWMS and SOPS are available to the team and that they are reviewed annually and updated on Councils register.
- Ensure that first aid kits for the team are appropriately stocked and appropriate PPE is made available.
- Ensure that work areas are correctly signposted and non workers are protected
- Assist with traffic control if required ensuring correct signage is in place in accordance with appropriate traffic control plans whilst conducting works
- Ensure timesheets, plant pre-starts, and site specific pre-start risk assessments and work accomplishments are completed as necessary
- Ensure that a first aid kit for plant allocated vehicle or machinery is appropriately stocked
- Operate vehicles, plant and equipment allocated and ensure they are kept in clean and tidy condition
- Carry out preventative maintenance of any plant and/or equipment including any routine checks regarding safe and legal operation, fluid levels and lubrication points and report any problems to the Green Space Coordinator and/or Fleet Coordinator

OTHER KEY CORPORATE RESPONSIBILITIES

Work Health and Safety	<ul style="list-style-type: none"> • Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Participate in development of safe work methods and risk assessments with your supervisor when required; • Actively participate in WHS inductions and training when required; • Wear personal protective equipment (PPE) in the prescribed manner and when specified; • Participate in workplace inspections if required; • Take care of any plant or equipment of any kind, including computer and other telecommunication devices; • Participate in emergency preparedness training, including any required knowledge for business continuity plans • Report all hazards, near misses and damage to Nambucca Valley Council's property to the General Manager (or delegate). • Where required for the position, either by legislation or through Nambucca Valley Council's policies and procedures, maintain all certificates, licences, operative training etc, and advise the General Manager (or delegate) of any change to these, including vehicle licences. • Report all injuries/illnesses to the General Manager (or delegate) immediately; • If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable. • Report any potential public liability and professional indemnity exposures in your workplace to the General Manager (or delegate).
Council's Policies and Procedures	Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed
Customer Service	Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.
Equal Employment Opportunity	Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.
Ethical Conduct	Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.
Environmental Protection	Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.
Statutory Obligations	Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.
Records Management	Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.
Teamwork	Support and promote teamwork through co-operation and communication.

OUTPUT MEASURES

- Work is performed to a quality in accordance with agreed standards and practices and completed within an agreed timeframe
- Responsibilities and duties are undertaken in a positive manner to promote cooperation and good relationships
- Communication with the public is conducted in a courteous and helpful manner
- Plant and equipment is properly maintained and looked after in accordance with manufacturer's specifications, Council procedures and statutory requirements

COUNCIL VALUES

Council is committed to creating a workplace where staff demonstrate the following values in our behaviour and conduct:

Professionalism	Show drive and motivation, innovation, an awareness of strengths and weaknesses and a commitment to learning
Accountability	Take responsibility for own actions, act in line with legislation and policy and be open and honest
Community Focus	Commit to delivering customer and community focused services in line with strategic objectives
Teamwork	Be a respectful, inclusive and reliable team member, collaborate with others and value diversity
Safety	Strive towards a safety focused workplace culture to ensure the wellbeing of staff, their families and the community
Value for money	Achieve results through efficient use of resources and a commitment to quality outcomes

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Nambucca Valley Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: