Position Description

POSITION TITLE:	**Green Space Assistant**
DEPARTMENT:	Engineering Services
SECTION:	Infrastructure Services
CLASSIFICATION:	Band 1 Level 2 Grade 2
REPORTS TO:	Site Leader Green Space
DATE OF LAST REVIEW:	28 April 2025

PURPOSE OF THE POSITION
To carry out construction and maintenance works to Council's green spaces.

SELECTION CRITERIA
Essential
1. Physically fit and able to perform manual duties 2. Basic literacy and numeracy skills 3. Class C drivers licence 4. SafeWork NSW Traffic Control Work Card (TCR IMP) 5. WHS Construction Induction Certificate 6. Manual handling skills 7. Experience in use of hand tools 8. Ability to work productively in a team environment and foster good relationships with team members, other staff and external clients/stakeholders
Desirable
9. MR Truck licence 10. Evidence of competency in chainsaw and pole saw operation 11. Evidence of competency in zero turn operation 12. Evidence of competency in tractor operation 13. Evidence of competency in loader operation 14. Evidence of competency in wood chipper operation 15. Evidence of competency in Horticulture and/or Conservation Land Management 16. Current first aid certificate 17. Evidence of plant identification and control techniques 18. Knowledge of legal requirements in relation to noxious weeds

KEY RESPONSIBILITIES
• Use a variety of hand and powered tools and equipment including but not limited to shovels, crowbars, brooms, axes, chainsaws and hammers; drills, grinders, planers and circular saws; leaf blowers, pole saws, brush-cutters, augers • Erect and maintain fencing, guardrails, guide posts, sign posts and signs • Carry out maintenance and minor repairs on structures eg street seats, picnic tables, picnic shelters and lookouts • Undertake minor carpentry work, including picnic table production • Carry out manual excavation • Clean drains • Clean and maintain any vehicle or Council plant as allocated frequently • Apply herbicide to invasive plant species as required • Assist with the implementation of landscape plans to suit environmental, maintenance and budgetary requirements • Maintain garden beds, including weeding, mulching and replacement of dead or dying plants • Maintain retaining walls • Maintain, clean and repair Council playground infrastructure • Carry out pressure cleaning Council infrastructure • Service, empty and clean Council rubbish bin receptacles • Assist with traffic control if required • Keep records of work carried out including daily running sheets • Record all daily works in a diary • Complete daily timesheet and plant sheet • Carry out preventative maintenance of any plant and/or equipment including any routine checks with regard to safe and legal operation, fluid levels and lubrication points and report any problems to the relevant Coordinator and/or Council Workshop

OTHER KEY CORPORATE RESPONSIBILITIES	
Work Health and Safety	• Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm • Perform any pre-start checks and risk assessments as required, prior to commencing work • 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 a 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
Performs work in accordance with instructions, safely and efficiently.

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, risk awareness, 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: