Position Description

POSITION TITLE:	Parks Maintenance Officer
POSITION NO:	3123
DIRECTORATE:	Infrastructure Services
DEPARTMENT:	Parks and Gardens
SECTION:	
CLASSIFICATION:	Band 3 *(Physical Services Employees)*
LOCATION:	Operations Centre- South Building
DATE:	July 2026

ORGANISATIONAL RELATIONSHIPS

Reports to: Team Leader Horticulture

Supervises: Assists with supervising, including less experienced staff members, apprentices and trainees, work experience students and community jobs program participants.

Internal Liaisons: Manager Parks and Gardens, Coordinator Parks and Horticulture, all Operations centre based staff and all Council employees.

External Liaisons: Service Authorities, Sporting Clubs and User groups, other councils, Contractors and members of the public and residents.

ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

Respect	The promotion of inclusiveness, empathy, communication, good will.
Courage	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
Integrity	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

PRIMARY OBJECTIVES OF POSITION:

Delivery of high-quality horticultural and parks maintenance services within the municipality in accordance with specified standards and cyclical maintenance work plans.

Ensure all work is undertaken in a safe manner and observe councils Occupational Health and Safety (OHS) policies and practices.

DUTIES AND RESPONSIBILITIES

- Undertake maintenance and gardening duties including but not limited to, mowing, brushcutting, pruning, hand weeding, sweeping, mulching, fertilizing, spraying, planting and watering in accordance with work plans, occupational health and safety legislation, codes of practices and industry standards.

- Safely operate and regularly maintain a range of plant, vehicles, tools and equipment associated with general parks and open space operation, ensuring compliance with safe work practices.
- Undertake litter collection, park asset cleaning and general upkeep of parks assets to ensure high presentation standards are maintained.
- Apply best practice weed control practices, including the safe handling, storage and application of herbicides in accordance with Safety Data Sheets (SDS), label directions and relevant legislation.
- Provide efficient and friendly service to internal and external customers.
- Action and complete customer requests allocated through Council's Customer Request system within the required time frame.
- Complete Plant Check Sheets (daily) and Defect Reports in accordance with Fleet Maintenance procedures.
- Contribute information to databases, reports, key performance indicators, quality plan reports and other administrative tasks.
- Provide input into team work plans and advise Team Leader of observed maintenance scheduling requirements.
- Assist in implementation and operation of traffic management plans.
- Assist with the supervision of apprentices, trainees, work experience students or volunteers, as required. This will include on the job training and guidance.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide information, support and explanation of specific procedures and practices to the public and other employees as required, keeping accurate and complete records of activities related to the role.
- Required to complete allocated work safely, efficiently and to the required standard.
- Perform work within specific guidelines, policies, procedures and under general supervision.
- Ensure quality, quantity and time efficiency of their work, and care of Council's assets used for their work, identifying potential problems and hazards and initiating appropriate action to rectify or reporting to supervisor.
- Consult with supervisor and obtain appropriate approval before committing to any expenditure.
- May be required to supervise and or organise work for others in similar or related work.

JUDGEMENT AND DECISION MAKING

- Perform work under general on-site supervision, exercising own judgement in undertaking the specialised work of the role with procedures well understood and clearly documented.
- Selection of equipment, methods, systems and techniques to perform the required tasks
- Work within Council's administration systems, policies and procedures.
- Identify and report hazards, defects, maintenance issues and opportunities for improvement.
- Act under the guidance of the Team Leader. Guidance and advice are always available.
- Apply horticultural and parks maintenance knowledge and practical skills to complete tasks.

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge and skills in parks maintenance, turf maintenance, horticulture and garden maintenance practices
- Proficiency in the operation and maintenance of tools, plant, equipment and machinery commonly used for parks maintenance activities which requires the exercise of judgement or adaption.
- Understanding and application of quality control techniques.
- Physically fit to undertake duties as outlined in this position description. The position requires the incumbent to complete a pre-employment medical check.
- Basic supervisory skills.
- Ability to operate technology and systems related to the role, such as mobile devices, work management systems and digital applications.

MANAGEMENT SKILLS

- Basic skills in managing time, planning and organising own work and meeting priorities established to efficiently perform work.
- Ability to provide timely resolution of problems and make decisions regarding daily allocation of resources.
- Problem solving skills to resolve minor problems with the ability to escalate higher level problems, as appropriate.
- Ability to supervise and provide employees under their supervision on the job training and guidance, with basic knowledge of personnel practices.

INTERPERSONAL SKILLS

- Written and oral communication skills, including the ability to use digital devices for work records.
- Ability to contribute to workplace improvements programs and team discussions.
- The ability to communicate respectfully, foster positive relationships with colleagues and contribute to a positive, supportive team culture.
- Ability to provide customer service to the public quickly and positively.
- Ability to work both independently and within a team environment.
- Aptitude to provide guidance, advice and training on routine technical, procedural or administrative matters to other employees.

QUALIFICATIONS AND EXPERIENCE

Mandatory:

- Experience delivering Parks maintenance and horticultural works across multiple sites.
- Ability to maintain and safely use a variety of plant, equipment and tools used in parks maintenance and horticulture activities.
- Current Victorian Drivers Licence.
- Medium Rigid Driver's License.
- No relevant criminal record found in a Police Check.

- Required to have and maintain, at all times where required for the performance of your duties or otherwise by Council, a valid, unrestricted Working with Children Check.

Desirable:

- Trade Certificate in Horticulture, Parks and Gardens or an equivalent qualification
- Hold an Agricultural Chemical Users Permit (ACUP)
- Experience working to a set horticultural/parks maintenance and improvement program, including reporting on works completed, and delivering works efficiently as part of a coordinated team.
- Local Government Experience.
- First Aid certificate.

CONDITIONS OF EMPLOYMENT: In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: ..... Date: …….

Manager/
Coordinator:..... Date: …….