



Position Description

Kentish and Latrobe Councils

Officer – Parks and Open Spaces

Position Number 257

Department Operations

Reports to Team Leader – Parks and Open Spaces

Work location Kentish and Latrobe Councils

This is a shared position between the Kentish and Latrobe Councils. The position requires the provision of services to both Councils.

Classification Level 2 – Officer 1

Last Review Date October 2026

Version 2.0

Position Objective

Support the maintenance and presentation of Council parks, reserves and open spaces by undertaking routine operational tasks under direction. The role contributes to delivering safe, efficient and high-quality services to the community.

Key Responsibilities

- Undertake routine parks, reserves and open spaces maintenance tasks in accordance with work schedules and instructions.
- Assist with routine maintenance of recreation and sports grounds.
- Assist with mowing, trimming, planting, litter collection, watering, and general landscape maintenance.
- Operate light plant, tools and equipment in accordance with training and safety procedures.
- Assist with maintenance or minor construction activities.
- Prepare worksites and ensure tools and equipment are maintained in safe working condition.
- Accurately complete basic records such as timesheets, work logs and safety documentation.
- Report hazards, faults or operational issues to supervisors promptly.
- Participate in an after-hours roster.

Accountabilities

Accountability

- Work is performed under general supervision with tasks allocated by a supervisor.
- Responsible for completing routine operational tasks safely and in accordance with established procedures.
- Complex or technical issues are referred to a Senior Officer or Supervisor.

Plant and Equipment

May operate light plant and equipment following training, including:

- push mowers
- ride-on mowers
- brush cutters and hedge trimmers
- hand tools and small powered equipment
- vehicles up to 4.5 tonnes

Skills and Experience

- Basic experience in outdoor labouring, horticulture, landscaping or parks maintenance desirable.
- Ability to follow instructions and work cooperatively in a team environment.
- Basic literacy and numeracy skills.
- Willingness to develop operational skills.

Other duties

- Undertake other duties and responsibilities as reasonably directed by Council, provided such duties are within the employee's skills, competence, qualifications, and training, and are consistent with the requirements and classification of the position.

Direct Reports

- Nil

Working Relationships

Internal

- Engineering Services Department
- WHS & Training Officer

External

- Ratepayers and the general public

- Contractors and other service providers

Judgement

Problems will be encountered whilst undertaking works at this level and will require the Officer to use initiative in problem solving technical issues. Issues with respect of job scope, timing and resources are to be raised with the Senior Officer and/or Team Leader.

Qualifications and Licences

- MR Truck Licence
- A current First Aid Certificate Level 1
- A current Whitecard
- A current C Class Drivers Licence and a commitment to maintain this.
- Certificate 3 (or obtaining) in a relevant Horticultural Qualification, (Horticulture, Turf Management, Landscaping, Arboriculture) or similar relevant experience applicable to the role (highly desirable).

Experience, Knowledge, and Skills

- A chainsaw ticket.
- Chemical Handling & Application (desirable)
- Experience in operating the following:
 - Hand mower
 - Ride on mower
 - Brushcutter
 - Whipper snipper
 - Tractor
- Experience in delivering outcomes in accordance with plans and reporting issues early for resolution.
- Evidence of a willingness to change, suggest improvements and a commitment to self-improvement.
- Operational knowledge of the work health and safety legislation and regulations and practical application of it in an operational environment.
- Ability to use basic word processing, internet and other electric communication means.

Working at Kentish and Latrobe Councils

Our Values

Kentish and Latrobe Councils are a values-based organisation. We aim to attract, recruit and retain people who will uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important, that is:



Safety

We feel safe and secure in our environment by looking after ourselves and each other's physical and mental wellbeing.

Teamwork

We work as ONE team – regardless of location or role – supporting each other to provide quality services to our community and achieve the Council's goals.

Accountability

We work in a transparent and open way, doing our best and working with pride, professionalism and integrity with our colleagues and for the community.

Respect

We act with integrity and kindness to create an inclusive workplace where our colleagues, customers and the community feel welcomed, respected and valued.

Work Health and Safety Compliance

As part of this role, you are expected to:

- Follow the WHS Act, Regulations, applicable Standards, Codes of Practice, policies and procedures.
- Recognise workplace risks, perform risk assessments, and implement controls to eliminate or reduce hazards where reasonably practicable.
- Report hazards, near misses, and incidents immediately and participate in investigations to strengthen safety outcomes.
- Undertake all required WHS inductions and training, and support the safety awareness of volunteers, contractors and new staff.
- Work collaboratively with colleagues, health and safety representatives, and management to support a proactive safety culture.
- Assist with regular workplace inspections, audits, and review of safety procedures or documents to ensure ongoing compliance and improvement.

Child Safe Organisation Compliance

As part of this role, you are expected to:

- Ensure all duties are carried out in compliance with Council's obligations under the Child Safe Standards, legislation, and policies and procedures.
- Demonstrate a strong commitment to child safety by proactively identifying and responding to risks, concerns, or breaches related to child safety and wellbeing.
- Actively promote a culture of child safety, including fostering environments where children and young people are respected, their voices are heard, and their rights are upheld.
- Participate in mandatory training and development programs relating to child safety as required.
- Immediately report any concerns or disclosures in accordance with legislative obligations and Council's reporting procedures.