



POSITION DESCRIPTION

REPORTS TO	Council Operations Manager	CLASSIFICATION & HOURS	Lv 3, Full Time
DIVISION	Operations	LOCATION	Various

JOB PURPOSE

Assist the Team Leader to lead the Council Operations Team to ensure effective delivery of:

- Maintenance and upkeep of parks, gardens, streets, facilities, and recreational areas
- Minor civil works
- Minor capital works
- Airstrip maintenance including inspections and reporting
- Waste management services, including domestic & commercial collections
- Landfill site operations in accordance with Council standards

DUTIES AND RESPONSIBILITIES

OPERATIONAL LEADERSHIP

- Assist the Team leader to manage and oversee day-to-day operations of the Council Operations Team within the community and surrounding areas
- Provide hands-on supervision to ensure smooth delivery of services
- Assist the Team Leader to create, implement and monitor work plans for the Council Works area

PARKS, GARDENS & FACILITIES

- Ensure maintenance of recreational parks, gardens, streets, road verges, community facilities
- Support delivery of landscaping, horticulture and beautification tasks

CIVIL WORKS

- Oversee minor civil works, including repairs and maintenance of community infrastructure

WASTE MANAGEMENT

- Ensure waste collection (domestic and commercial) is completed to standard
- Assist with management of landfill operations and compliance

SELECTION CRITERIA

EXPERIENCE & KNOWLEDGE REQUIREMENTS

- Strong leadership and mentoring skills
- Experience in parks & gardens, civil works, or municipal operations
- Ability to work in remote community settings
- Understanding of Work Health & Safety requirements
- Ability to plan workloads and mentor staff effectively
- Demonstrated sound knowledge of Work Health & Safety processes and principles

EDUCATION REQUIREMENTS

1. Chemical Handling Certificate (desirable or willingness to obtain)
2. Relevant Plant Competencies (desirable)
3. White Card (desirable or willingness to obtain)
4. Qualification or experience in Parks & Gardens (desirable)
5. First Aid Certificate (desirable or ability to obtain)

OTHER REQUIREMENTS

- Criminal History Check (within the last 3 months)
- Valid Working with Children Card (Ochre Card)
- Current Driver's Licence

ACKNOWLEDGEMENT

DIRECTOR: *Tanya Brown* Tanya Brown (Apr 16, 2026 08:10:36 GMT+9.5) DATE APPROVED: 16/04/2026

CHIEF EXECUTIVE OFFICER: *Jennifer Marston* DATE APPROVED: 17/04/2026