

Information Pack

Turf Maintainer

Your application must be lodged online – [City of Rockingham Jobs List](#)

Selection criteria apply to this vacancy – refer to the advertisement

You will be required to provide your response to each criterion during the online application process.

“Refer to Resume” is not accepted as a response; your application will be regarded as incomplete and will not proceed.

Applications for this position are open until the City determines that a suitable pool of candidates is received; this means that the vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

If you identify as a person with disability and require adjustments throughout the recruitment and selection process please contact the Recruitment Team via email at jobs@rockingham.wa.gov.au or phone 08 9528 0333. We're happy to discuss options to assist you e.g. we can provide alternate formats for application forms, or alternate methods of applying.

Employment Conditions

Location	City of Rockingham Depot, Crocker Street, Rockingham
Agreement	City of Rockingham Outside Workforce Industrial Agreement 2023, or its successor
Gross Wage	\$1,466 per week incorporating all allowances and penalty rates
Tenure	Permanent, Full Time
Hours of Work	An average of 38 hours per week, worked Monday to Friday. The City offers flexible working hours, enabling employees to work a 9-day fortnight (ie 76 hours worked over (9) days with the 10 th day rostered off). Hours will normally be worked from 6.30am to 3.30pm (summer), and 7.00am to 4.00pm (winter)
Superannuation	12% with the option to co-contribute up to 5%
Annual Leave	Four weeks per annum
Sick Leave	76 hours per annum, accrued on a monthly basis
Long Service Leave	13 weeks of long service leave after 10 years of continuous local government service, transferable between all Local Government Authorities in Western Australia
Probationary Period	Three months; may be extended to six months
Integrity assessments that form part of our recruitment process	If your application progresses beyond interview you will be required to: • Provide referee details so we can conduct reference checks; at least one referee must be a current or immediate past supervisor or manager. We do not contact your referees until you give us consent to do so. • Obtain a National Police Check – this is an online process and you will be contacted by our provider. The cost of the check is paid by the City. A prior conviction is not an automatic barrier to employment with the City. The Human Resource Development team and Director will assess each case on merit and give approval for the recruitment process to continue, or not. • Participate in a medical assessment (including a drug and alcohol screen); the cost of this will be met by the City.
Personal Protective Equipment (PPE)	PPE requirements are specified in the position description. In applying you are confirming • you are able to wear all PPE identified in the position description when performing tasks associated with this role • you are able to comply with the City's requirements in terms of long/long PPE (long pants, and long sleeved shirts)

Position Description



Title:	Turf Maintainer
Tenure:	Permanent, Full time
Division:	Asset Services
Level:	4A Outside Workforce Industrial Agreement General Classification

RESPECT – our Values Statements

Recognition – We encourage positive feedback, recognising and celebrating each other's contribution and achievements, no matter how small

Ethics – We know the difference between right and wrong, and recognise the importance of honesty and ethical behaviour

Service – We always aim to deliver excellent service to our customers, stakeholders and fellow staff

Professional Development – We commit to learning and training activities that assist our personal and professional development, and create pathways for promotion within the organisation

Empowerment – We make considered and informed decisions supported by training, encouragement and being able to learn from our experiences

Communication – We expect to be kept informed about important issues and we commit to always listening, asking questions and sharing information

Teamwork – We work together both within and across teams, help out whenever we can, and understand that it's not just about 'our team'



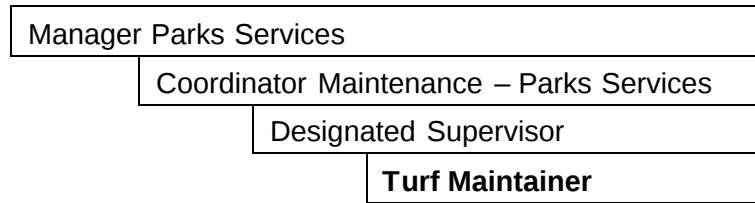
Position Objectives

Effectively undertake high quality maintenance of parks, reserves and streetscapes within the City of Rockingham in accordance with the City's standards and procedures

Organisational Relationships

Reporting to:	Designated Supervisor, Parks Services
Responsible for:	Nil
Membership of:	Parks Services Team
Liaison with:	Supervisor, City of Rockingham team and Parks Services' customers and clients

Organisational Chart



Key Responsibilities

Turf Maintenance

- Responsible for maintaining own productivity and efficiency assuring that duration and quality of work meets defined standards
- Operate machinery and provide manual labour as required to perform turf related maintenance activities within City managed public open space
- Required to use initiative and make technical and operational decisions relative to own work
- Mentoring, induction and training of staff relative to area of work
- As required undertake fertilising, herbicide application, top dressing, turf renovation and other associated turf maintenance works
- Responsible for materials, tools, equipment and plant in the employee's use and used by others under their supervision
- Operate specialised turf plant and machinery to perform turf maintenance activities
- Identify and recommend treatment of turf weeds and diseases

Administration

- Record and diarise daily work activities
- Respond to onsite public enquires regarding operational works
- Report on workplace hazards and workplace faults

Customer Service

- Foster, advocate and implement the City's Customer Service Commitment
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery

Corporate Compliance

- Maintain safe and compliant work practices in accordance with Work Health and Safety (WHS) legislation, Risk Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies and procedures
- Follow all standard/safe operating procedures for the work area, in a manner that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- Promote best practice and quality improvement programmes and activities within the team
- Perform other duties as directed when appropriate to the scope and level of this position

Functional Requirements of the Job

Physical Demands	(N) Never: 0%		(R) Rare: 1-5%		(O) Occasional: 6-33%		
	(F) Frequent: 34-66%		(C) Constant: 67-100%		(Rep) Repetitive		
Functional Demands	N	R	O	F	C	Rep	Comments
Sitting			X				Required when operating mower and utility vehicle. Maximum 3 hours sustained seated posture required when operating mower in large parks.
Standing			X				Uneven grass, mulch and sand when working in parks. Steep slopes in some areas. Level concrete and bitumen on footpaths and public parking areas. Required to stand for an average of 10 minutes when pruning, picking up litter and preparing lawn equipment.
Walking				X			Uneven grass, mulch and sand when working in parks and gardens. Steep slopes in some areas. Level concrete and bitumen on footpaths and public parking areas. Required to walk up to 500m away from vehicle with grass edger, whipper snipper, leaf blower.
Lying		X					Very rare to access wire and other material caught in mower blade.
Trunk Flexion				X			Required when pulling whipper snipper and leaf blower starting cord. Required when refuelling lawn equipment, picking up leaf litter and small branches, using litter grabber and securing ratchet straps on trailer.
Pushing			X				Required to access/egress utility vehicle and open/close doors, tailgate and toolbox cover. Required to push edger along ground and tilt handle to lift blade off ground.
Pulling			X				Required to access/egress utility vehicle and open/close doors, tailgate and toolbox cover. Required to lift side shoot flap on mower
Crawling		X					Rarely required to access wire caught in mower blade.
Kneeling/Squatting		X					Required to lift edger on/off trailer side steps, refuel lawn equipment and perform pre-start checks of vehicle
Forward Reaching					X		Sustained forward reach required to operate all mowing equipment and

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Functional Demands	N	R	O	F	C	Rep	Comments
							manual hand tools. Required to lift edger on/off trailer side steps, pick up leaf litter, use litter grabbers and perform pre-start checks of vehicle.
Overhead Reaching		X					Rare overhead reach to trim small branches with loppers and hand saw.
Grasp					X	X	Required for all tasks such as utility vehicle operation, mower operation, handling leaf blower, edger, whipper snipper etc.
Fine Motor		X					As required for pre-start checks, refueling etc.
Neck Rotation				X		X	Repetitive neck rotation required to inspect for public when operating lawn equipment and drive utility vehicle.
Trunk Rotation			X				Required to lift edger on/off trailer side steps and access utility vehicle cab. Required to operate backpack leaf blower.
Climbing			X				Required to lift edger on/off trailer side steps and step into vehicle cab (step up height 55cm)
Foot Movement			X				Required to operate utility vehicle and mower foot pedals
Lifting (Floor to Waist)				X			Grass edger (38kg, team lift), backpack leaf blower (11kg), whipper snipper (7kg), jerrycan (7kg), plastic garden bin (1kg), hammer (1kg), ratchet strap (1kg), litter grabber (0.5kg).
Lifting (Waist to Shoulder)		X					Branch loppers (2kg), hammer (up to 2kg), first aid kit (up to 1kg), hand secateurs (up to 0.5kg)
Lifting (Overhead)		X					Branch loppers (2kg) and hand secateurs (up to 0.5kg)
Carrying				X			Back pack leaf blower (11kg), whipper snipper (7kg), branch lopper (2kg), rake (2kg), shovel (2kg), broom (2kg), plastic dust bin (0.5kg), litter grabber (0.5kg).
Hand/Arm Vibration			X				Vibration through whipper snipper and grass edger handles when striking hard objects on ground.
Whole Body Vibration		X					Whole body vibration through mower when striking hard objects on ground.

Requirements of the Job

Skills, Knowledge and Experience

- Self-motivated with the ability to work in a team environment or able to work alone under direction
- Able to prioritise work and manage own time
- Sound communication and interpersonal skills
- Literacy and numeracy skills
- Able to work in accordance with workplace health and safety industry obligations
- Knowledge of WHS Regulations
- Knowledge of turf and horticultural maintenance practices
- Able to work in either hot or inclement outdoor conditions.
- Experience in the maintenance and safe operation of various parks and gardens related plant and equipment
- Experience in parks and gardens maintenance activities
- Experience in dealing with the public in a conducive manner

Qualifications, Certification and Licences

Essential

- Plant and Equipment Competency Certification (relevant for the position)
- Current 'C' class driver's licence
- Construction Induction Training (White Card)
- Traffic Management Certification
- Police clearance

Desirable

- Certificate III Turf Management/Horticulture Qualifications
- Provide First Aid Certificate

Scope of Position

- Works under the general direction of the Delegated Supervisor
- Prioritises own work to ensure all tasks are performed within a satisfactory timeframe
- Exercises initiative and/or judgment within clearly established procedures and guidelines

Certification

Approved by	Manager Parks Services	Date reviewed	October 2025
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Submitting Your Application

The following information will assist you in preparing your application. All applications are reviewed by a selection panel which determines the candidates who are the strongest overall match to the requirements of the position. The selection panel will base its decision on the information you provide.

Canvassing of elected members will eliminate you from the recruitment process.

Curriculum Vitae or Resume (Required)

This summarises your work history and should start with the most recent or current position. You should include employment dates (months), details of duties, and highlight your achievements in each job.

You should also include your qualifications and training achievements. Be sure to include any study you are currently undertaking and membership of professional bodies.

It is also beneficial to outline any activities you have undertaken outside of work that are relevant to your application.

Selection Criteria (Required)

The selection criteria relevant to this role are specified in the advertisement and you must address these as part of your application.

If you do not address the selection criteria, your application will be regarded as incomplete and it will not proceed.

Covering Letter (Optional)

You may wish to summarise your application and emphasise your strengths and achievements that are relevant to the role.

Referees

Referees should be contacted for approval before listing them in your curriculum vitae. It is preferable that at least one referee be a current or recent supervisor/manager.

Provide names, work addresses and contact telephone numbers of referees.

Only referees who are able to comment on your work experience (preferably against the Requirements of the Job) should be included.

Qualifications, Certificates, References, etc.

Please do not send original documents. You may attach photocopies of relevant qualifications, certificates, references, etc. to your application.

If you are the successful candidate, we will need to sight original qualifications and/or verify conferral of the qualification.

Some positions require you to have a current Working With Children Check; this will be stated in the **Requirements of the Job** section of the position description. You must pay for the Check, and the City will not reimburse costs.

If you have any queries

Please contact a member of the Human Resource Development Team.

jobs@rockingham.wa.gov.au
