ROLE DESCRIPTION

Operations Crew Member - Open Spaces & Facilities

Directorate	**Service & Project Delivery**	Position Number	**Multiple**
Branch	**Shire Presentation**	Position Status	**Full Time / Part Time**
Section	**Open Spaces and Facilities**	Position Grade	**B**
Reports to	**Team Leader Open Spaces**	Band/Level	**Band 1 Level 3**
Direct reports	**NIL**	Award	**Local Government (State) Award**
Indirect reports	**NIL**		
Date Authorised	**28/10/2026**		

PRIMARY PURPOSE OF THE ROLE

To deliver a range of open space maintenance, construction and presentation tasks that support safe, clean and attractive public spaces across the Shire. The role involves undertaking general labouring, mowing, horticultural, landscaping, sanitation and cleaning activities as part of a multi skilled team, ensuring works are completed efficiently safely and to Council's quality standards.

KEY ACCOUNTABILITIES

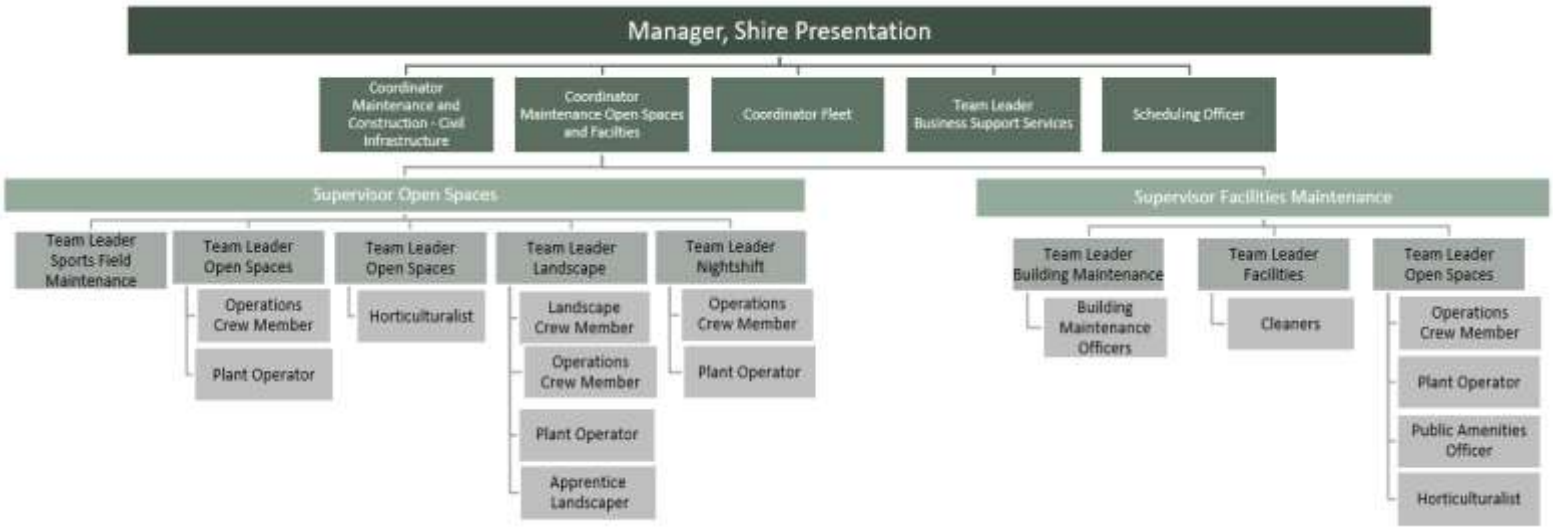
1.	Operational Delivery - Carry out a variety of open space maintenance activities including mowing, trimming, planting, mulching, public amenities cleaning, litter collection and minor landscape works. Operate small plant, tools and vehicles within skill and licence limitations. Support delivery of programmed and reactive works in accordance with team schedules and service levels.
2.	Safety and Compliance -Follow all safe work procedures and participate in risk assessments, toolbox talks and safety briefings. Use PPE and apply safe manual handling techniques. Report hazards, incidents and near misses promptly.
3.	Resource and Equipment Care - Maintain tools, small equipment and vehicles in a clean and serviceable condition. Assist with plant checks and report faults or maintenance needs. Ensure correct use and storage of materials, fuels and chemicals.
4.	Teamwork and Communication - Work collaboratively within the team and across open space sections to achieve operational goals. Communicate effectively with supervisors and colleagues to ensure efficient work coordination. Engage courteously with residents and community members when approached during duties.
5.	Quality and Presentation - Ensure all work sites are left clean, tidy and hazard free. Contribute to high standards of presentation across parks, reserves, sportsfields and CBD areas. Take pride in the visual impact and amenity of the community's public spaces.
6.	Continuous Improvement - Participate in on the job learning, mentoring and skill development. Contribute ideas for improving safety, efficiency or quality of work processes. Support environmental and sustainability practices in daily operations.

Note: an employee may be directed to carry out such duties that are within the limits of the employee's skills, competencies and training.

KEY CHALLENGES

1.	Performing physically demanding outdoor work in variable weather conditions.
2.	Balancing workload demands across diverse open space maintenance functions.
3.	Safely operating equipment and vehicles in public and high traffic areas.
4.	Maintaining attention to detail and presentation under time pressures.

DIRECTORATE STRUCTURE



KEY RELATIONSHIPS

Internal

Who	Why
Shire Presentation Team, Open Spaces and Facilities Teams and Crew Members	• Collaborate with teams to ensure efficient use of resources. • Maintain effective communication to facilitate relationships.

External

Who	Why
Private Residence & Commercial Business Holders	• Maintain effective communication with community and business holders to facilitate relationships and public safety.

DELEGATIONS BY POSITION

Delegations for the position are listed in the Register of Delegations for Wingecarribee Shire Council and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

ESSENTIAL CRITERIA

1.	Demonstrated ability to perform manual labour and safely operate small plant and hand tools.
2.	Basic understanding of horticultural or landscape maintenance principles.
3.	Ability to follow directions, work effectively in a team and complete tasks to standard.
4.	Awareness of safe work practices, manual handling and WHS obligations
5.	Basic literacy and digital skills to use mobile devices and job tracking systems.
6.	Current Class C Drivers licence and Construction Induction (White Card)

DESIRABLE CRITERIA

1.	Chainsaw ticket and first aid
2.	ChemCert
3.	MR Drivers licence
4.	Traffic control qualifications

ESSENTIAL REQUIREMENTS

- Maintain drivers licence without restriction and ability to operate manual transmission
- Complete immunisation record of Hepatitis A, B and Tetanus
- Health assessments and fitness requirements
- Participation in Drug & Alcohol testing
- Facilitate safe work practices as per WHS legislation and regulation
- Participate in on-call roster and overtime (where applicable)
- Comply with and participate in Councils training programs and policies, including participation in compulsory and mandatory training.

WHS RESPONSIBILITY

Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Adequately familiarise and actively fulfil all WHS responsibilities as indicated in Council's WHS Roles and Responsibilities Matrix.

PHYSICAL DEMANDS CHECKLIST

Physical Demands	Frequency
Sitting - remaining in a seated position to perform tasks	Infrequent
Standing - remaining standing without moving about to perform tasks	Frequent
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Frequent
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Infrequent
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	Frequent
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Frequent
Kneeling - remaining in a kneeling posture to perform tasks	Frequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Frequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Occasional
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Frequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Frequent
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Frequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Occasional
Reaching - Arms fully extended forward or raised above shoulder	Frequent
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Frequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Frequent
Hand & Arm Movements - Repetitive movements of hands and arms	Frequent
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	Frequent
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
Driving - Operating any motor powered vehicle	Frequent
Sensory Demands	**Frequency**
Sight - Use of sight is an integral part of work performance e.g. computer screens	Constant
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	Frequent
Taste - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
Touch - Use of touch is an integral part of work performance	Frequent

Psychosocial Demands	Frequency
Distressed People - e.g. Emergency or grief situations	Occasional
Aggressive & Uncooperative People - e.g. irate customers	Occasional

Exposure to Distressing Situations - e.g. Child abuse, removing deceased animals	Occasional
Environmental Demands	**Frequency**
Dust - Exposure to atmospheric dust	Frequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Occasional
Fumes - Exposure to noxious or toxic fumes	Occasional
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Frequent
Hazardous substances - e.g. Dry chemicals, glues	Frequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Frequent
Inadequate Lighting - Risk of trips, falls or eyestrain	Occasional
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Frequent
Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	Frequent
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Frequent
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Infrequent
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Frequent

CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for all levels of the workforce. The Local Government Capability Framework is available at https://www.lgnsw.org.au/capability

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Capability Group	Focus Capability	Capability	Competency Level Required *Read the behavioural indicators for each level for the listed capabilities before selecting a level.*					
 **Personal Attributes**	☐	Manage Self	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Display Resilience and Adaptability	☐ N/A	✔ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✔	**Act with Integrity**	☐ N/A	✔ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Demonstrate Accountability	☐ N/A	✔ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 **Relationships**	✔	**Communicate and Engage**	☐ N/A	✔ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Community and Customer Focus	☐ N/A	✔ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✔	**Work Collaboratively**	☐ N/A	✔ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Influence and Negotiate	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 **Results**	☐	Plan and Prioritise	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Think and Solve Problems	☐ N/A	✔ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Create and Innovate	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	✔	**Deliver Results**	☐ N/A	✔ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 **Resources**	☐	Finance	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Assets and Tools	☐ N/A	✔ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Technology and Information	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Procurement and Contracts	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
 **Workforce Leadership**	☐	Manage and Develop People	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Inspire Direction and Purpose	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Optimise Workforce Contribution	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced
	☐	Lead and Manage Change	✔ N/A	☐ Foundational	☐ Intermediate	☐ Adept	☐ Advanced	☐ Highly Advanced

FOCUS CAPABILITIES

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Foundational	• Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships Communicate and Engage	Foundational	• Speaks at an appropriate pace and volume • Uses appropriate body language and facial expressions • Explains things clearly Allows others time to speak • Shows sensitivity to cultural, religious and other individual differences when interacting with others
Relationships Work Collaboratively	Foundational	• Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co- workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Deliver Results	Foundational	• Takes the initiative to progress work tasks • Clarifies work required and timeframe available • Identifies what information/ resources are needed to complete work tasks • Checks own work for accuracy, quality and completeness • Completes tasks under guidance, on time and to the required standard

Template created by	Name	Date

FORM SUBMISSION
People and Culture

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Audited, graded and approved by HRBP	Name	Date

Recruitment Officer Uploaded PD into PULSE	Name	Date

ACKNOWLEDGEMENT

I have read and accept the above terms, conditions and duties of this position, as outlined in this position description.

In addition, I acknowledge the delegations for this position that have been sub delegated by the General Manager in accordance with section 378(2) of the Local Government Act 1993 and these may be subject to change without notice by the General Manager.

Please Note: Position descriptions may be reviewed from time to time if warranted due either to changes to the scope and responsibilities of the role or external influences that place different demands on local government. All reviews of this position description will be undertaken in consultation with the role incumbent.

Employee	enter a name	Signature		Date	enter a date.
Supervisor / Manager	enter a name	Signature		Date	enter a date.
Director / General Manager	enter name	Signature		Date	enter a date.