

Information Pack

Reserve Attendant

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

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.

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.

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	\$1,431 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 nine days with the 10 th day rostered off). Hours will normally be worked from 6.30am to 3.30pm (summer), and 7.00pm 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
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).
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. The assessment will focus on the Functional and PPE Requirements identified in the position description so it is important you read and understand these. If you are unable to fulfil any of the requirements you need

to be aware this could eliminate you from consideration for the position.

During employment, regular assessments against the functional and PPE requirements of the role (as outlined in the position description) are mandatory for this role.

Position Description



Title:	Reserve Attendant
Tenure:	Permanent, Full Time
Division:	Asset Services
Level:	4 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 Objective

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:	City of Rockingham teams and Parks Services' customers and clients

Organisational Chart

Manager Parks Services
Coordinator Maintenance – Parks Services
Designated Supervisor
Reserve Attendant

Key Responsibilities

Reserve Maintenance

- Provide manual labour and/or operate machinery as required to perform horticultural or turf related maintenance activities within streetscapes, parks and reserves, rural and foreshore environments
- Works include but are not limited to:
 - o Mowing
 - o Whipper Snipping
 - o Edging
 - o Use of mechanical leaf blowers, hedge trimmers:
 - o Weeding, planting
 - o Pruning
 - o Mulching
 - o Litter collection
 - o Herbicide application
- Observe all worksite safety procedures
- Respond to onsite public enquires regarding works in progress
- Responsible for own productivity and efficiency, and assuring quality of work maintains industry benchmarks
- Responsible for materials, tools, equipment and plant in the employee's use
- Foster a community focused and service orientated culture amongst the team

Administration

- Record and diarise daily work activities
- Complete daily timesheet and submit to Supervisor
- 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 throughout the organisation

Corporate Compliance

- Maintain safe and compliant work practices in accordance with the City's Code of Conduct, Work Health and Safety (WHS) legislation, Risk Management, Contract Management, Project Management, Procurement and Recordkeeping Frameworks and all other relevant Council policies standards and procedures
- Identify and report on operational risk in accordance with the Risk Management Framework
- Demonstrate a commitment to WHS and the assessment/management of safety risk that is consistent with the WHS Roles and Responsibilities Framework

General

- Foster, advocate and implement the City's RESPECT Values Statements
- 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 LR/MR truck and loader. Maximum of 25 minutes sustained seated posture required, average 15 minutes.
Standing			X				Required to regularly access uneven grass, sand, gravel and mulch in parks and on roadside verges. Level bitumen and concrete on public roads and footpaths.
Walking					X	X	Required to regularly access uneven grass, sand, gravel and mulch in parks and on roadside verges. Level bitumen and concrete on public roads and footpaths. Repetitive walking required to complete spraying, pruning, mulching, planting and topdressing tasks.
Lying	X						
Trunk Flexion				X			Required when spraying garden beds with water hose, and digging and planting out new plants. Required to rake mulch and leaves, and pick up leaf litter and pruned branches. Required to reach shrubs and hedges with power tools.
Pushing				X			Required to open/close truck and loader doors, open/close truck tailgate access/egress truck and loader cab using three-point contact. Required to rake and distribute mulch and top soil, dig with shovel and move potted plants into position.
Pulling				X			Required to open/close truck and loader doors and access/egress truck and loader cab using three-point contact. Required to open/close truck tailgate, pull power tool starter cord and retractable water hose. Required to rake and distribute mulch and top soil, dig with shovel and move potted plants into position.
Crawling	X						

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
Kneeling/Squatting			X				Required when planting out new plants, picking up leaf litter, pruning branches and performing pre-start checks on trucks.
Forward Reaching					X	X	Forward reaching required when operating truck and loader hand controls, accessing/egressing truck cab using three-point contact and opening/closing tailgate. Required for shovel and rake use when planting out and distributing mulch over garden beds and topsoil over lawns. Required when operating water hose and when handling power tools.
Overhead Reaching		X					Rare overhead lifting with long handled power tools to reach high branches.
Grasp							Repetitive hand function required to plant out new plants and use manual lopper and hand secateurs. Sustained hand function required to handle mechanical tools and long handled manual tools.
Fine Motor							As required to complete pre-start checks and secure tree ties
Neck Rotation			X				Dynamic neck extension required when driving trucks and loader.
Trunk Rotation				X		X	Required to access/egress trucks and loader using three-point contact. Required when for shovel and rake use, and operating mechanical tools. Repetitive trunk twisting required when throwing mulch over garden bed with mulch rake.
Climbing			X				Required to access LR/MR truck (2 step access, maximum step height 45cm), water truck (3 step access, maximum step height 50cm) and loader (3 step access, maximum step height 63cm). Very rarely required to step onto stray trailer (2 step access, maximum step height 61cm). Rarely required to access ladder on side of MR truck tray to collect equipment and supplies, and access rear ladder on water truck (5 rung ladder, rung height 26cm).
Foot Movement			X				Required to operate truck. Required to push shovel and hole digger into hard ground when planting and compact soil with body weight when top dressing lawn.

Physical Demands	(N) Never: 0% (F) Frequent: 34-66%				(R) Rare: 1-5% (C) Constant: 67-100%		(O) Occasional: 6-33% (Rep) Repetitive
Functional Demands	N	R	O	F	C	Rep	Comments
Lifting (Floor to Waist)				X			Lifting young potted trees (up to 30kg via team lift), large tree branches (up to 20kg, via team lift), post driver (10kg), powered auger drill (10kg), cut up tree branches (up to 10kg), small potted plants and shrubs (up to 10 kg), 5L bottles of chemicals (5kg when full), mulch rake (5kg), metal spade (4kg), leaf blower (4kg), metal rake (3kg), long handled shovel (2kg), wooden stake (2kg), plastic leaf rake (1kg), garden bin (0.5kg), safety signage (<0.5kg).
Lifting (Waist to Shoulder)				X			Pole chainsaw (7.5kg), pole hedge trimmer (6kg), standard hedge trimmer (6kg), small standard chainsaw (4.5kg), manual loppers (2kg), spray hose nozzle (1kg), hand secateurs (0.5kg).
Lifting (Overhead)		X					Pole chainsaw (7.5kg), pole hedge trimmer (6kg), manual loppers (2kg), hand secateurs (0.5kg).
Carrying				X			Powered auger drill (10kg), cut up tree branches (up to 10kg), small potted plants and shrubs (up to 10 kg), pole chainsaw (7.5kg), pole hedge trimmer (6kg), plant stock (5-10kg), mulch rake (5kg), leaf blower (4.5kg), metal spade (4kg), metal rake (3kg), long handled shovel (2kg), standard hedge trimmer (6kg), small standard chainsaw (4.5kg), manual loppers (2kg), plastic leaf rake (1kg), water hose nozzle (1kg), hand secateurs (0.5kg).
Hand/Arm Vibration				X			Frequent exposure when operating mechanical tools and powered auger drill.
Whole Body Vibration		X					Rare exposure when striking hard ground with powered auger drill (used infrequently) and shovel.

Requirements of the Job

Skills, Knowledge and Experience

Essential

- 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 WHS and industry obligations
- Knowledge of WHS Regulations
- Knowledge of horticultural and grounds 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, Certifications and Licences

Essential

- Construction Induction Training (White Card)
- Current 'C' class driver's licence

Desirable

- Turf management/horticulture qualifications
- LR/MR/HR class driver's licence
- Provide First Aid Certificate

Scope of Position

- Works under general direction of the designated 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
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Certification

Approved by	Manager Parks Services	Date reviewed	July 2026
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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
