

Grounds Maintenance Attendant – Airport, Cemeteries & Saleyards

Position Description

1. POSITION SUMMARY

Job Title:	Grounds Maintenance Attendant – Airport, Cemeteries & Saleyards
Position No:	4044.1
Department:	Infrastructure and Operations
Reports to:	Supervisor – Airport, Cemeteries & Saleyards
Band and Level:	Operational Band 1, Level 2
Grade:	31
Updated:	September 2026

2. OVERVIEW

The position of Grounds Maintenance Attendant – Airport, Cemeteries & Saleyards is primarily responsible for the maintenance of Council's airport, cemeteries and saleyards. All work and work programs are to be performed in an efficient and effective manner to predetermined standards of Council and any regularity authority.

3. RESPONSIBILITIES AND DUTIES

The duties and responsibilities listed here are considered essential to achieving the primary objectives of this job. These duties will be undertaken in such a manner that will enable the section to operate in an effective and efficient manner and within budgetary constraints.

- Ground maintenance of airport, cemeteries & saleyards including:
 - spraying
 - weeding
 - watering
 - mulching
 - pruning
 - fertilizing
 - planting
 - waste collection and disposal
 - mowing
 - edging (whipper snipping)
 - concreting (headstones)
 - repairs to fencing and steel yards
 - shovelling
- Maintenance of irrigation systems within airport, cemeteries & saleyards, public garden facilities and parklands, reporting systems mains and operational problems to direct supervisor.
- Assist in the preparation of new garden facilities when required.
- Perform day to day operations of the airport, cemeteries & saleyards to meet work schedules and achieve standards of quality, cost and safety.

Airport

- Maintain an operational knowledge of the Airport Manual to ensure that Airport activities are in accordance with Airport Manual and all safety standards.
- Act as an Airport contact responsible for Airport enquiries, along with Airport Reporting Officer (ARO), which includes being on call as required and attending call outs with associated overtime requirements.

Cemeteries

- Grave site preparation, grave back filling, headstone and monument maintenance.
- Assist with ensuring cemetery records and plans are properly maintained and kept up to date in both written and computer form when implemented.
- Perform day to day operations of the cemeteries to meet work schedules and achieve standards of quality, cost and safety in accordance with Council standards and the Cemetery Industry Code of Practice for NSW.

Saleyards

- Assist with set up, sale day and post-sale day duties including cleaning of the saleyards.
- Assist with general labouring and maintenance activities.
- Maintain effective work practices in accordance with the Saleyards Industry Code of Practice for NSW.
- Ensure tools, equipment and facilities are kept and stored in a clean and tidy condition with all relevant Maintenance & Construction checks carried out as specified and conform to relevant safety standards and guidelines.
- Complete relevant timesheets, log sheets, plant sheets, start-up sheets and record information and other paperwork as required by supervisors and Council policies.
- Perform allocated duties utilising initiative, making positive contributions to work quality, productivity, and to work to a timetable, in a cost-effective manner.
- Maintain a sound knowledge of current legislation, standards, policies and guidelines relevant to area of responsibility, and ensures that activities comply with relevant legislation, standards and policies.
- Communicate known problems/issues, including but not limited to: hazards, risks, incidents, accidents and near misses in a timely manner to direct supervisor.
- Other duties that may arise at the direction of the Supervisor – Airport, Cemeteries & Saleyards that are consistent with the level of competencies of the position and in line with the principles of multi-skilling.

4. KNOWLEDGE, SKILLS AND ABILITIES

- **Authority and accountability:** Responsible for completion of basic tasks with individual guidance or in a team.
- **Judgement and problem solving:** Applies standard procedures with normally few if any options in the application of skills.
- **Specialist knowledge and skills:** Job specific skills and knowledge would normally be gained through on-the-job training and experience. Short courses may be completed at TAFE.
- **Management skills:** Not required.

- **Interpersonal skills:** Frequent communication with other staff and/or the public common but normally at a routine level.
- **Qualifications and experience:** Incumbents may have attended short courses in specific work areas or be undertaking a technical college certificate as completion of structured training program in work-related area.

5. WORK, HEALTH & SAFETY RESPONSIBILITIES

All employees are responsible for Work Health and Safety (WHS) for Council and their duties include:

- Complying with Council's WHS policies and procedures.
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others.
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours.
- Participating in any applicable WHS consultation arrangements.
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace.
- Correctly using all personal protective equipment.
- Complying with emergency and evacuation procedures and site rules if applicable.

6. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the required indoor duties of this job, the employee is regularly required to sit and use hands to input data and write. The employee is frequently required to talk or hear in person and on the telephone. The employee is occasionally required to stand, walk, and occasionally lift items up to 15kg. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the required outdoor duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee frequently is required to stand, walk, run and smell. The employee is regularly required to sit. The employee may be occasionally required to lift and/or move up to 20kg. Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception and ability to adjust focus. The employee may be required to climb into/onto mobile plant items.

7. CONDITIONS OF EMPLOYMENT

Hours

Council's outdoor staff work a 38 hour week on the basis of a nine day fortnight. Some variation in work hours may be required from time to time to ensure the efficient undertaking of the position.

Performance Appraisal

A performance appraisal will be undertaken on an annual basis utilising performance indicators and include formulation of a career path and training plan.

Policies and Procedures

The employee who occupies this position must comply with Council's Code of Conduct and all other policies and procedures that affect his or her employment.

All other conditions of employment are in accordance with the Local Government (State) Award.

8. ACKNOWLEDGEMENT

I, (Print Name) acknowledge that I have read and understand the duties, responsibilities and requirements of this position.

Sign:

Date:

<i>This is not a static document. Management reserves the right to review and amend this Position Description in consultation with the position holder as the need arises.</i>
--