



POSITION DESCRIPTION

Title	Groundsperson
Position Classification:	Local Government (State) Award: Band 1 Level 3
Salary Range:	Grade 8 to Grade 14
Status:	Full time
Position reviewed on:	2025
Position written by:	Parks and Reserves Manager
Division:	Open Space and Infrastructure
Department:	Parks and Reserves
Section:	Sportsfields
Reports to:	Team Leader Ovals
Special Conditions	9 day Fortnight Agreement applies

POSITION DESCRIPTION - GROUNDSPERSON

1. PURPOSE OF THE POSITION

To ensure that public parks and sports field areas in the North Sydney region are presented to a satisfactory standard as required by Council's Parks and Gardens Department and expected by Council.

The operation and maintenance of Council's vehicles and plant to assist with maintenance of Council's open space areas within the Parks and Reserves Teams, as required by Council.

2. KEY OPERATIONAL RESPONSIBILITIES

As an integral member of the Parks and Gardens/Sports field Maintenance Team and acting under the guidance of the Team Leader, and/or your Supervisor undertake routine and reactive parks and gardens maintenance work. The key operational responsibilities include the following:

2.1 The application of acceptable garden/sports field maintenance practices to undertake planned and reactive garden/sports field maintenance works based on a cyclical program.

Key tasks:

- Undertake horticultural and garden/sports field maintenance activities which may include all or some of the following activities: mowing, rolling, turf preparation, pruning and removal of plants; mulching; planting; watering; weed, pest and disease identification and control; litter and rubbish removal, etc.
- Site management and general housekeeping activities
- Perform and complete task as directed by Team Leaders, Supervisors and other Council staff within the required timeframe.
- Report on items outside of your direct responsibility, which need maintenance including Council structures such as fences, seating, bubblers etc.
- Contribute equally to the effectiveness and efficiency of the work team.

2.2 The use of Council's vehicles and plant to assist the Parks and Gardens Section/Sportsfields in the day-to-day operation of maintenance and work programs.

Key tasks:

- Maintenance of vehicle and plant to a clean, safe and tidy standard as required by Council's Plant Manager.
- The timely reporting of any faults or accidents immediately to Council's Plant Manager.
- The conveyance of people, machinery and/or materials as required by your Supervisor.
- The administration of care at all times whilst operating Council's vehicles or plant.

2.3 Other duties

Other duties may be allocated by the manager or supervisor. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan.

Note: *Key tasks include, but are not limited to, those tasks associated with each of the above areas of responsibility.*

3. KEY CORPORATE RESPONSIBILITIES

3.1 Council's Vision and Core Values

Uphold and promote Council's Vision for making North Sydney a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- **Sustainability** - equity, preservation, justice and precaution.
- **Community service** - efficiency, effectiveness and responsiveness.
- **Open government** - transparency and accountability.
- **Community participation** - consultation and involvement.
- **Ethical conduct** - honesty and integrity.
- **Justice** - fairness and equity.
- **Quality** - innovation and excellence.
- **Teamwork** - cooperation and respect.

3.2 Best Value and Continuous Improvement

Provide best value to the community by applying a continuous improvement philosophy. Identify ineffective and/or inefficient processes and recommend improvements. Capitalise on changes so as to increase effectiveness and efficiency. Undertake to learn from the workplace experience. Participate in learning and development activities as/when appropriate and then apply the learned skills/knowledge on the job. Identify and report to management any obligations, risks and opportunities facing Council.

3.3 Council's Policies and Procedures

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

3.4 Customer Service (Service 1st)

Promote a professional and positive image of Council in accordance with Council's Customer Service Policy. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

3.5 Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.

3.6 Ethical Conduct

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Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

3.7 Work Health & Safety

Observe safe work practices and operating procedures and comply with the requirements of the WH&S legislation and Council's Policies and Procedures relating to Work Health & Safety.

Take appropriate action to ensure a safe and healthy working environment for self and others. In particular:

- participate in the identification and control of WH&S risks in the workplace;
- support work colleagues when they return to work following injury/illness and co-operate with management in relation to changes which may need to be made in accordance with the Return-to-Work/Injury Management Plan;
- if injured, co-operate with management in developing/implementing the Return-to-Work/Injury Management Plans.

3.8 Statutory Obligations

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

3.9 Team Work

Support and promote teamwork through:

- co-operation;
- communication;
- sharing of relevant information;
- provision of responsive and accurate advice;
- maintenance of effective liaison with other employees within own team and across Council as/when appropriate.

3.10 Staff Management

- Manage the work environment within the span of control to ensure subordinate staff meet all Key Corporate and Operational Responsibilities.
- Take appropriate action to manage performance and behaviour in the workplace.
- Apply Council's Performance Management & Assessment process to provide feedback to employees.

3.11 Child Safe

Council fully supports the aims and objectives of Children's Guardian Act 2019 and associated provisions and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

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4. CONTACTS ARISING FROM THE POSITION

Reports to: Team Leader

Works as part of a team or independently if required.

5. SELECTION CRITERIA

Essential

- Significant Sportsfield maintenance experience
- Chem Cert
- Workcover- OHS Construction Induction
- Sound understanding of safety requirements in performing garden/sportsfield maintenance tasks
- Proven ability to follow procedures and instructions and the ability to communicate with customers on routine matters
- Current Class C Drivers Licence
- Physical fitness
- Demonstrated ability to work under minimal supervision

Desirable

- Qualifications in Horticulture
- Current First Aid Certificate
- Traffic Control - Blue
- Current Class MR Driver's Licence
- Familiarity with operation and maintenance of irrigation systems
- Computer literacy

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's SignatureDate.....