ROLE DESCRIPTION

Coordinator Maintenance - Open Spaces & Facilities

Directorate	**Service & Project Delivery**	Position Number	**300377**
Branch	**Shire Presentation**	Position Status	**Full Time Permanent**
Section	**Open Spaces & Facilities**	Position Grade	**K**
Reports to	**Manager Shire Presentation**	Band/Level	**Band 3 Level 3**
Direct reports	**2**	Award	**Local Government (State) Award**
Indirect reports	**46**		
Date Authorised	**1/10/2026**	Budget	TBA

PRIMARY PURPOSE OF THE ROLE

The Coordinator Maintenance - Open Spaces & Facilities is responsible for the planning, coordination and delivery of maintenance and presentation outcomes across Council's open space network, including public amenities, sanitation and street cleansing, landscaping and horticulture, premier parks, sports fields, open space mowing and facilities. The role provides strategic and operational leadership for Supervisors, Team Leaders and their crews, ensuring quality, safety and efficiency in all open space and facilities activities. A key focus is on optimising resource deployment, enhancing service standards and maintaining compliance with Council policies, WHS and environmental requirements.

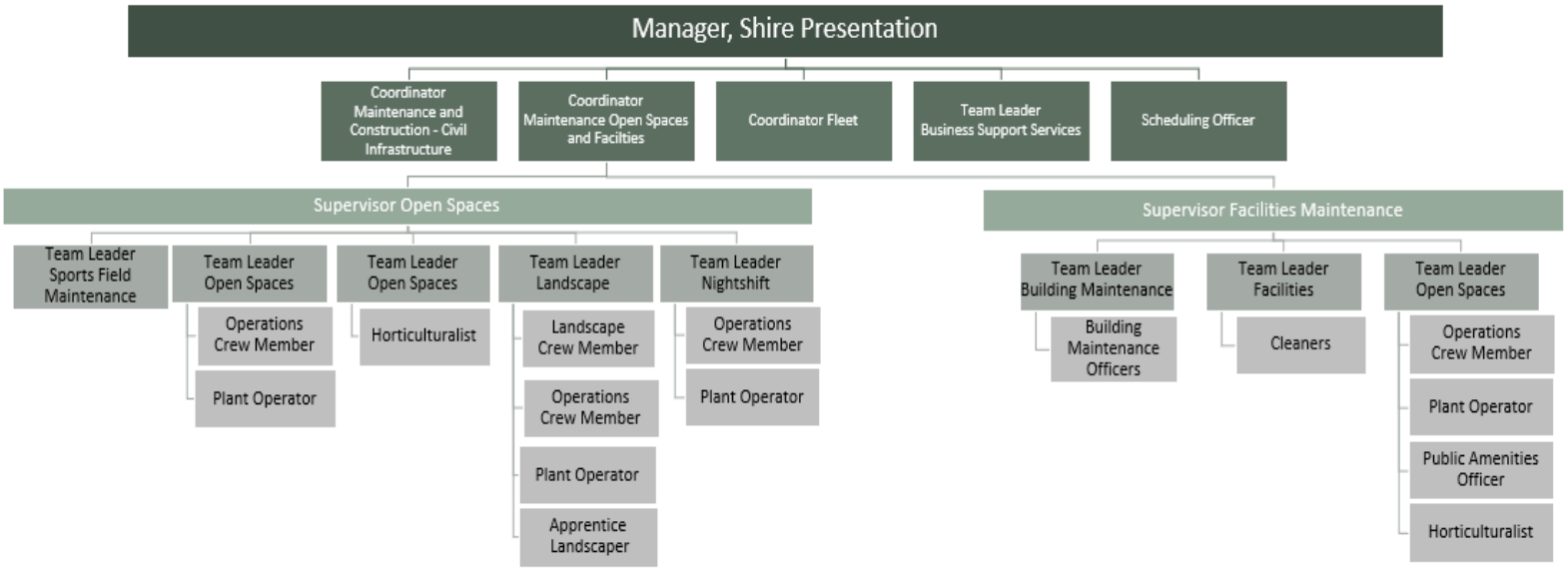
KEY ACCOUNTABILITIES

1. Operational Leadership - Lead and support Supervisors and Team Leaders to deliver efficient, high quality open space and facility maintenance programs across sanitation, landscaping, horticulture, sports fields, mowing, CBD presentation and Council facilities.
2. Service Delivery Standards - Ensure public spaces are maintained to approved service levels, aesthetic standards and community expectations through planned and responsive maintenance.
3. Program Planning and Scheduling - Develop annual and seasonal maintenance programs aligned with asset hierarchies, service levels and climatic conditions; coordinate resources, plant and materials to achieve efficiency.
4. Resource and Budget Management - Manage Operational budgets, procurement and cost recovery; monitor expenditure, forecast needs and ensure compliance with procurement and financial controls.
5. Asset Management - Maintain accurate asset data for open space infrastructure (furniture, irrigation, playgrounds, sports field lighting etc.) and contribute to long term asset planning and renewal priorities.
6. Work Health and Safety Compliance - Champion safety culture, ensuring adherence to SWMS, environmental management plans and risk assessments across all crews and contractors.
7. Community and Stakeholder Engagement - Act as a key contact for residents, sports clubs, event organisers and internal stakeholders regarding open space issues, scheduling and standards.
8. Continuous Improvement and Workforce Development - Foster a learning culture; identify training needs, mentor team leaders and implement improvements in work methods, equipment use and customer service.

KEY CHALLENGES

1. Balancing reactive community requests with programmed maintenance schedules
2. Coordinating diverse operational teams working across multiple geographic locations and service types.
3. Managing competing seasonal priorities such as sports field preparation, mowing peaks and event readiness.
4. Maintaining service standards and public expectations during high rainfall or resource shortages.

DIRECTORATE STRUCTURE



KEY RELATIONSHIPS

Internal

Who	Why
Directors, Managers, Coordinators, Service Delivery Team, Shire Presentation Team	• Communicate and consult on proactive and reactive works, scheduling, maintenance, and safety issues. • Engage with issues around customer inquiries, internal and external stakeholders
All Internal Council departments	• Maintain effective communication to facilitate relationships and drive effective and safe working environments
Open Spaces and building Maintenance team	• Lead and guide to meet key performance indicators and drive team success

External

Who	Why
Members of the public and Shire Residents	• Maintain effective communication with the community to facilitate relationships and drive effective, Shire Centric and legal resolutions to asset management issues.
External Contractors and suppliers	• Provide effective communication and information to facilitate management services to scope and costings. • Promoting safety and compliance.

DESIGNATED PERSON CLASSIFICATION

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

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. Degree level qualification in Facilities Management, Horticulture related discipline or equivalent demonstrated relevant experience in open space operations or facilities management.
2. Demonstrated capability in strategic planning, workforce planning and service design
3. Extensive experience leading complex operational services within a regulated public sector or asset intensive environment
4. Demonstrated ability to lead change and continuous improvement initiatives.
5. Proven experience managing operational and capital budgets, procurement and contract governance
6. Highly developed communication and stakeholder engagement skills, including experience advising executives and managing community expectations
7. Demonstrated application of WHS and environmental risk management in field operations.

DESIRABLE CRITERIA

1. Certificate IV in Project Management or related field
2. Qualifications or relevant demonstrated experience in advanced contract management
3. Diploma of Parks and Gardens Management or equivalent.
4. Diploma of Leadership & Management

ESSENTIAL REQUIREMENTS

- Maintain a current C Class drivers licence without restriction
- Satisfactory completion of National Police Check
- Being able to physically meet the requirements of the role as detailed within the position description
- Participate in Wingecarribee Shire Councils random drug and alcohol testing
- Participate in All staff orientation, mandatory and compliance training relevant to role responsibilities
- Demonstrated understanding of Work Health and Safety and Equal Employment Opportunity

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	Frequent
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	Occasional
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	Occasional
Kneeling - remaining in a kneeling posture to perform tasks	Infrequent
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	Infrequent
Leg / Foot Movement - Use of leg and / or foot to operate machinery	Infrequent
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	Infrequent
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	Occasional
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	Infrequent
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	Infrequent
Reaching - Arms fully extended forward or raised above shoulder	Occasional
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	Infrequent
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	Infrequent
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	Occasional
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	Occasional
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	Infrequent
Gases - Working with explosive or flammable gases requiring precautionary measures	Infrequent
Fumes - Exposure to noxious or toxic fumes	Infrequent
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Infrequent
Hazardous substances - e.g. Dry chemicals, glues	Infrequent
Noise - Environmental / background noise necessitates people raise their voice to be heard	Occasional
Inadequate Lighting - Risk of trips, falls or eyestrain	Infrequent
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	Occasional
Confined Spaces - areas where only one egress (escape route) exists	Not applicable
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	Occasional
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	Occasional
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	Infrequent

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 Demonstrate Accountability	Advanced	• Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the risk management framework
Results Plan and prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
Results Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results • Implements and oversees quality assurance practices
Resources Finance	Adept	• Ensures the design/delivery of services is within budget • Explains the organisation's financial drivers to others in plain language • Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services • Models the highest standards of financial probity, demonstrating respect for public monies and other resources • Promotes the role of sound financial management and its impact on long term financial sustainability • Seeks and applies specialist financial advice to inform decisions
Workforce Leadership Manage and Develop People	Advanced	• Knows the individual strengths, weaknesses, goals and concerns of member of the team • Fosters high performance through effective conversations and feedback and by providing stretch opportunities • Identifies and develops talent across the organisation • Coaches and mentors staff to foster professional development and continuous learning

Local Government Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Implements performance development frameworks to align capability with the organisation's current and future priorities • Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way
Workforce Leadership Optimise workforce contribution	Advanced	• Ensures resource management plans effectively distribute people resources in line with priorities • Develops workforce management plans that link to current and future organisational priorities and objectives • Uses talent management processes to guide learning and development investment and to allocate critical roles • Recruits capable people with varied backgrounds, styles and strengths

Template created by	Name	Date

FORM SUBMISSION
People and Culture

People and Culture Office Use only

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.