

Position Description



Team Member Parks Maintenance

Position Title:	Team Member Parks Maintenance
Classification:	Band 3
Department:	Parks and Open Space
Directorate:	Infrastructure and City Services
Approved by:	People Experience Business Partner
Date approved:	July 2026

1. Position Overview

The primary purpose of this position is to carry out allocated parks maintenance and horticultural tasks safely, efficiently, and to the required standards. The role contributes to the achievement of team objectives, productivity targets, and service delivery outcomes by ensuring work is completed in accordance with established procedures, quality standards, and organisational expectations within the parks maintenance team

2. Position Objectives

- Undertake a wide range of horticultural and parks maintenance tasks including grass mowing, garden maintenance, plant care, weeding, mulching, landscape construction at a high standard and in accordance with industry practices and standards.
- Undertake routine maintenance of Park Assets including Park furniture, playgrounds mulch, fences and paths.
- Operation of a wide range of mechanical plant and equipment, and routine maintenance of such plant.
- Record work outputs and maintenance requests on Activity sheets or council asset system
- Undertake all work in accordance with the Parks Department Safety Manual and other Hobsons Bay City Council policies and procedures.
- Prior to work commencing ensure to complete the site-specific Job Safety Analysis (JSA), and on the worksite conduct random inspections of the on-site JSA's, to ensure hazards have been reviewed and controls have been implemented by the crew.
- Always attend to customer issues and provide a polite customer focus.

- Provide a positive personal contribution to the successful operation of the Parks Department as an efficient, effective and customer focused work team.
- Assist with the induction and on-the-job instruction of employees as requested by the Supervisor.

3. Organisational relationships

Internal	External
• Conservation • Facilities • Sports, Irrigation and Parks Assets • Sports and Recreation • Events and Arts • Cleansing • Property • Local Laws	• Residents • Visitors
Reports to:	
• Supervisor Parks Maintenance	
Supervises	
• N/A	

4. Position Characteristics

Accountability and Extent of Authority

Physical/Community Services Employees

Employees perform work under general supervision, have contact with the public or other employees which involves explanations of specific procedures and practices.

May be required to supervise and coordinate others in similar or related work.

Accountable for the quality, quantity and timeliness of their own work as available resources permit, and for the care of assets entrusted to them.

Judgement and Decision Making

Physical/Community Services Employees

Positions require personal judgement. The nature of work is usually specialised with procedures well understood and clearly documented.

Tasks will involve selection from a range of techniques, systems, equipment, methods or processes.

Physical/Community Services Employees

Positions require proficiency in the operation of more complex equipment, or knowledge of the use of plant, which requires the exercise of judgement or adaptation.

Indicative but not exclusive of the skills required of an employee in this Band include:

- Understanding and application of quality control techniques
- Performance of trades and non-trade tasks incidental to the work

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- Provision of trade guidance and assistance as part of a work team
- Provision of formal training programs in conjunction with supervisors and trainers
- Supervisory skills
- Safe and competent operation of Heavy Mechanical Plant
- Safe and competent driving of Vehicles over 13.9 tonnes
- GCM to 22.4 tonnes GCM (Level 3A only) exceeding 22.4 tonnes GCM (Level 3B only)
- Provision of Personal Care to service users who are both physically unable to undertake the tasks themselves nor make the decisions about the care they need
- Cook

Management Skills

Physical/Community Services Employees

Positions are at the "work face", may involve first line supervision of Employees at the "work face".

Able to provide employees under their supervision with on-the-job training and guidance. Must also have a basic knowledge of personnel practices.

Interpersonal Skills

Physical/Community Services Employees

Oral and written communication with customers, other employees and members of the public and in the resolution of minor problems.

Qualifications and Experience

Physical/Community Services Employees

Satisfactorily completion of Band 2 requirements or equivalent, as well as structured training to one or more of the following levels:

- Trade Certificate or equivalent.
- Completion of TAFE accredited/industry-based training courses or knowledge and skills gained through on-the-job training commensurate with the requirements of the work in this Band.

5. Key Selection Criteria

- Trade Certificate in Horticulture or relevant on the job experience in Horticultural practices and be capable of demonstrating a broad technical knowledge in this field.
- Knowledge, skill and experience in the safe operation and basic maintenance of a wide range of light and heavy machinery and equipment.
- Proven ability to deliver high-quality parks maintenance and horticultural works across a range of sites.
- Demonstrated ability to use relevant technology, mobile devices and digital systems to record, manage and complete work activities accurately and efficiently.
- Proven ability to complete work efficiently and to agreed standards, while caring for Council assets and promptly identifying, addressing or reporting hazards and issues.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

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Compliance

- Current and valid working rights for Australia
- Satisfactorily pass a national police check (and where necessary an international check)
- Current Victorian Driver's, with the ability to obtain a medium rigid truck endorsement.

Physical

Daily work will be performed primarily in outdoor environments, as such:

- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You will be exposed to conditions normally encountered in outdoor environments, and at times indoor environments.
- You will be required to satisfactorily complete a physical assessment against the inherent physical requirements of the role.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

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