




JOB OVERVIEW			
JOB TITLE	Council Operations Officer		
JOB LOCATION	Community Based	WEEKLY HOURS	Part-Time or Full-Time
DIVISION / DEPARTMENT	Core Services	SALARY	Level 1
DIRECT REPORTS		WORKING CONDITIONS	May be required to Travel. Physical work undertaken in all weather conditions.
REPORTS TO	Council Operations Team Leader	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018 – 2021.
POSITION DETAILS			
JOB PURPOSE	The Council Operations team is responsible for the upkeep and maintenance of recreational parks, gardens, facilities and assisting in the operations of minor civil works. The delivery of waste management services including domestic and commercial collections and the management of the landfill site within the community.		
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> Perform maintenance and construction at parks, gardens, road verges, airports, cemeteries and recreational areas throughout the Council including but not limited to; <ul style="list-style-type: none"> Plant and tree maintenance Grounds maintenance Reticulation installation and maintenance Turf care, fertilizing, weed and pest control Whipper snipping and Mowing Operations Removal of disposal of debris and litter from parks and gardens Assistance with other community landscaping and gardening projects Assist with the waste collection, disposal and the ongoing maintenance and minor works at the community landfill site as per Council Standards. Assist in the construction, maintenance and delivery of minor civil works. Maintain all equipment and plant used in a safe, clean and serviceable condition. Advise the Council Operations Team Leader when equipment and machinery is not working or has been damaged. Maintain a safe working environment and ensure WHS regulations are adhered to. Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed. 		
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE			
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> Chemical handling Certificate (desirable) An appropriate tertiary qualification, certificate or experience in Parks & Gardens (desirable) Relevant plant competencies (desirable) A White Card (essential) A First Aid Certificate (essential) 		
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> Appropriate experience in various gardening practices such as ground maintenance, landscaping, mowing, turf care, weed control and other parks and garden functions. Experience in using equipment and plant applicable to the Council Operations Environment. Demonstrated time management skills and the ability to work unsupervised and as part of a multi-disciplinary team. Demonstrated written and oral communication and interpersonal skills. An understanding in waste management, civil, parks and gardens. Sound knowledge of the principles of Work Health & Safety. 		
OTHER REQUIREMENTS	<ol style="list-style-type: none"> A current NT manual Drivers Licence. A current National Police Check. A valid Working With Children's Card 		

PHYSICAL REQUIREMENTS	The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.		
REVIEWED By MATTHEW CHEMINANT DIRECTOR OF COUNCIL OPERATIONS		DATE REVIEWED	18/6/21
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER		DATE APPROVED	3/8/2021