



**Victoria Daly**  
REGIONAL COUNCIL

# Council Operations Officer

## OUR VISION

*To strengthen our region through fostering development, growth, and social wellbeing "Moving Forward Together"*

## POSITION DESCRIPTION

<b>REPORTS TO</b>	Council Operations Manager	<b>CLASSIFICATION &amp; HOURS</b>	Level 1 – Part-Time or Full-Time
<b>DIVISION</b>	Council Operations	<b>LOCATION</b>	Community Based

## 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

1. Perform maintenance and construction at parks, gardens, road verges, airports, cemeteries, and recreational areas throughout the Council including but not limited to.
2. Plant and tree maintenance
3. Grounds maintenance
4. Reticulation installation and maintenance
5. Turf care, fertilizing, weed and pest control.
6. Whipper snipping and Mowing Operations
7. Removal of disposal of debris and litter from parks and gardens
8. Assistance with other community landscaping and gardening projects
9. Assist with the waste collection, disposal and the ongoing maintenance and minor works at the community landfill site as per Council Standards.
10. Assist in the construction, maintenance and delivery of minor civil works.
11. Maintain all equipment and plant used in a safe, clean and serviceable condition.
12. Advise the Council Operations Team Leader when equipment and machinery is not working or has been damaged.
13. Maintain a safe working environment and ensure WHS regulations are adhered to.
14. Ensure the policies and procedures of the Council are adhered to and all resources effectively deployed.

## EDUCATION REQUIREMENTS

1. Chemical handling Certificate (desirable)
2. An appropriate tertiary qualification, certificate, or experience in Parks & Gardens (desirable)
3. Relevant plant competencies (desirable)
4. A White Card (essential)
5. A First Aid Certificate (essential)

## EXPERIENCE & KNOWLEDGE REQUIREMENTS

1. Appropriate experience in various gardening practices such as ground maintenance, landscaping, mowing, turf care, weed control and other parks and garden functions.
2. Experience in using equipment and plant applicable to the Council Operations Environment.
3. Demonstrated time management skills and the ability to work unsupervised and as part of a multi-disciplinary team.

4. Demonstrated written and oral communication and interpersonal skills.
5. An understanding in waste management, civil, parks and gardens.
6. Sound knowledge of the principles of Work Health & Safety.

#### **OTHER REQUIREMENTS**


1. A current NT Drivers Licence (manual)
2. A current National Police Check
3. A valid Working with Children's Card

#### **EMPLOYMENT CONDITIONS**

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 2021-2023.

#### **ACKNOWLEDGEMENT**

**DIRECTOR:** Matthew Chaminant **DATE APPROVED:** Feb 2, 2023

**CHIEF EXECUTIVE OFFICER:**  **DATE APPROVED:** Feb 2, 2023

