

Position Description

Position Title	Open Spaces Crew Member
Position Number	1076
Directorate	Infrastructure
Division	Operations
Reports to	Open Spaces Crew Leader
Grade	HILL38G4
Date Reviewed	March 2026

Primary Purpose

The Open Spaces Crew Member is tasked with maintaining open spaces, facilities and amenities, and providing skilled labouring and plant operation duties to build and maintain Council's urban infrastructure, including but not limited to its village/townships' parks, sporting facilities, public open spaces, reserves, streets & ablutions for the benefit of the community.

This document describes the key responsibilities of the position and is not designed to be prescriptive. The incumbent will be expected to undertake other duties in addition to those described in this document. The incumbent will contribute to Council's vision as *"In 2030 the Hilltops is a thriving region offering a relaxed country lifestyle and diverse economy. We value and protect our friendly community spirit, pristine natural environment, and deep cultural heritage"*, and promote the values which support this: **Safety, Trust, Accountability and Respect**, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Contribute to a safe workplace by complying with legislative and organisational Work Health and Safety requirements.
- Undertake cleaning duties of Council amenities to provide secure, clean and hygienic facilities for safe use by the public.
- Undertake the identification of appropriate flora, planting locations & structural placement to enhance the aesthetic and resilience of constructed gardens in Council parks.
- Operate items of plant in the construction & maintenance of urban & rural open spaces infrastructure.

- Carry-out labouring duties, including traffic control, litter control, irrigation installation & maintenance, shovelling and using power tools for grounds maintenance in a competent and safe manner.
- Undertake gardening duties including mowing/slashing and appropriate weed control activities (including operator-carried and vehicle-based weed-spraying where appropriately qualified and trained) under direction from the Crew Leader.
- Undertake Level 1 and Level 2 playground inspections as required by legislation, ensuring safety standards are met and maintained.
- Undertake Civil Works operations as required by the operational needs of Council.
- Participate in a 7-day spread of hours, on call roster and overtime duties as applicable and where required.
- Create and capture information in Council's designated databases to ensure legislative compliance.
- Contribute to the performance of Council by demonstrating professional conduct, making the best use of knowledge, experience & skills and being accountable for own decisions and actions.

Essential Criteria

1. Previous contemporary work experience in a civil construction, parks & gardens or landscape construction role.
2. Demonstrated experience in construction & maintenance of public spaces, such as cemeteries, parks, gardens or sports fields, involving duties such as landscape construction, irrigation installation or flora management.
3. Good physical fitness and demonstrated ability to work independently & safely in a heavy labouring environment.
4. Contemporary experience and accreditation (where required) in minor plant operation, for example: ride-on mowers, boom-spray rigs, tractors & slashers.
5. SafeWork NSW 'Implement Traffic Control Plans' or equivalent, and AQF 3 Chemical Accreditation.
6. Construction Induction Certificate (White Card).
7. Current Class C Drivers Licence.

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Certificate III qualification in Horticulture, Landscape Construction or Parks & Gardens.
3. Chainsaw Ticket and/or operational competence for trim and crosscut.
4. Current vaccinations for Hepatitis A, B & Tetanus.
5. Current Class MR or above Drivers Licence.

Decision Making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies & procedures. Decisions should be consistent with the objectives of Council's strategies & plans. All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Acceptance of the role

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours are expected at Hilltops Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Hilltops Council from time-to-time as necessary. By signing, I agree to work in accordance with the requirements of the position and will abide by Hilltops Council's Code of Conduct, policies and procedures.

Name:

Signature:

Date: