

Position Description

Position Title	Open Spaces Apprentice
Position Number	T_APP_OSH,B
Directorate	Infrastructure
Division	Operations
Reports to	Open Spaces Coordinator
Grade	HILL38 – Trainee Band (Award)
Date Reviewed	May 2026

Primary Purpose

The Open Spaces Apprentice assists in the maintenance of Council’s open spaces, facilities and amenities. They provide labouring & plant operation duties under supervision in building and maintaining urban infrastructure such as Council’s parks, sporting facilities, public open spaces, reserves, streets & ablutions. During the apprenticeship, the incumbent is also expected to complete Certificate III qualification in Horticulture/Parks & Gardens.

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.
- Complete training modules and courses in accordance with the training program.
- Undertake cleaning duties of Council amenities to provide secure, clean and hygienic facilities for safe use by the public.
- Carry-out labouring duties, including gardening, traffic control, litter control, shovelling, and under direction: irrigation installation & maintenance, mowing/slashing and using power tools for grounds maintenance in a safe manner.

- Undertake gardening duties including appropriate weed control activities, under direction from the Coordinator and Crew Leader.
- Be available to participate in on-call, call-back & overtime duties as applicable & where required.
- Undertake Civil Works operations as required by the operational needs of Council.
- 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. Significant progress towards Higher School Certificate or equivalent, with a desire to learn and pursue a career in a horticulture-related profession.
2. Good physical fitness and demonstrated ability to work safely in a heavy labouring environment, both independently and as a member of a team.
3. WHS Construction Induction certificate (White Card).
4. Current Class C Drivers licence (Provisional Licence acceptable).

Desirable Criteria

1. Experience working in the Local Government Sector or other Government body.
2. Demonstrated work experience in horticulture.
3. Current vaccinations for Hepatitis A, B & Tetanus (or willingness to participate in a vaccination program).
4. SafeWork NSW 'Traffic Controller' and/or 'Implement Traffic Control Plans' or equivalent recognised in NSW.
5. Chainsaw ticket and/or operational competence for trim and crosscut and AQF 3 Chemical accreditation.

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: