

Position Description

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| Position title: | Parks and Community Facilities Worker |
| Position number: | 1096 |
| Group: | Environment and Recreation |
| Reports to position title: | Works Manager Environment and Recreation |
| Number of direct reports: | <input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 + |
| Range or classification: | Pay Point 5 - 6, 7, 8 - 9 |
| Approved: | January 2026 |

About the Group

The Environment and Recreation team at Clarence City Council manages the city's parks, playgrounds, reserves, and natural spaces to support active, healthy, and connected communities.

The team plan and maintain open spaces, walking tracks and sporting facilities, and work closely with the community to ensure these places are safe, welcoming and accessible for people of all ages.

About the Role

The Parks and Community Facilities Worker supports the operations of the organisation by maintaining ovals, parks and their associated facilities to meet the affordable needs of the community.

Duties and Responsibilities

Ensure the safe, effective and efficient provision of parks and community facilities by:

- Maintaining parks and community facilities to the highest possible standards within the resources allocated, including:
 - mowing, brush cutting, weeding, rubbish removal, pest and weed control
 - vegetation maintenance
 - minor landscaping



- installing and maintaining parks infrastructure (including cleaning of change rooms and toilet facilities at sports grounds)
- assisting with regular inspections of parks, including infrastructure, to ensure all hazards and damage are identified and reported.
- Undertaking work according to established practices, procedures and standards.
- Operating and maintaining plant and equipment in accordance with Safe Work Method Statements (SWMs) and safety guidelines, including tractors and associated implements.
- Interpreting and understanding plans.
- Completing all assigned work according to established rosters and work orders.

Ensure compliance with all reasonable policies and procedures, including:

- Council's Procurement Policy and Code for Tenders and Contracts; and
- Council's Fraud Policy, providing guidance and instruction to all staff relating to responsibilities and fraud reporting requirements.

Ensure compliance with work health and safety requirements by:

- Taking reasonable care of own work health and safety.
- Taking reasonable care that own acts or omissions do not adversely affect the health and safety of others.
- Complying with all reasonable instructions.
- Co-operating with all reasonable policies and procedures, including:
 - complying with current work safety practices and procedures
 - assisting with the implementation of safe work procedures
 - ensuring required work health and safety checklists and administrative requirements are completed in a timely manner
 - considering and taking of appropriate action on risk hazards
 - ensuring all work hazards, incidents and near misses are reported immediately.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

- Experience in undertaking routine operations associated with the maintenance of parks, sportsgrounds, natural areas and installation & maintenance of parks infrastructure.
- Experience operating a variety of plant, including chainsaws, brush-cutters and mowing equipment.
- Good communication and interpersonal skills.
- The ability to work well in a crew environment and an understanding of appropriate workplace behaviours.
- The ability to resolve general problems as they arise on the job.

- Understanding of work safety issues relevant to the role.
- Current driver's licence

Desirable qualifications, licenses or registrations or experience

- Work Safely in the Construction Industry – White Card Ticket.
- Traffic Control Ticket.
- Chemical Handling Certificate.
- Certificate II or III in Horticulture.
- Hold current unit of competency in AHCMOM213 – Operate and maintain chainsaws or equivalent.
- Current medium rigid licence is also highly desirable and, in some instances (depending upon requirements at the time of recruitment), may be essential.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.