



POSITION DESCRIPTION

Position Title:	Parks and Turf Surveillance Officer		
Classification:	Outdoor (Band 4)	Status	Full Time- Ongoing
Group:	Infrastructure and Environment	Business Unit:	Operations
Reports to:	Coordinator Open Space Presentation		
Direct Reports:	None	Date:	April 2025

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensure we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- To contribute to the effective and efficient management of the use, development and protection of land in the Cardinia Shire.
- To assess and monitor the development and delivery of high-quality landscape, open space and sport turf surfaces infrastructure outcomes within Cardinia Shire, with a particular emphasis on the ongoing surveillance of the open space service provision contracts.
- To assist with Cardinia Shire's playground inspection program

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

1. Regularly inspecting parks and open spaces to make sure they meet the standards specified in various Open Space Services Contracts.
2. Supporting the provision of advice in relation to the construction of sport fields, parks and landscaped.
3. Supporting the planning and delivery of work plans to ensure sport fields are kept in good condition.
4. Answering queries to the general public in relation to landscaped areas and sport fields.
5. Supporting the Township Maintenance team with the inspection of playgrounds and reporting on any repairs or maintenance needed.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to and promote to HR, IT OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Integrity and Responsibility: Always act with honesty and follow the values of Cardinia Shire Council. Be responsible for your own decisions and actions, and make sure you meet your job and team goals.
- Support and Communication: Help the organisation by making decisions and sharing information with management and other staff. Ensure your actions align with the organisation's goals and vision.
- Quality and Compliance: Ensure that landscape maintenance meets high standards and follows all regulations. Work within set objectives and budgets and regularly report on progress to stay on track.

JUDGMENT AND DECISION MAKING

- Decision Making: Make decisions based on your job responsibilities, given authority, laws, policies, or recognised standards when needed.
- Continuous Improvement: Always look for ways to improve or develop new methods and techniques, using theory or experience.
- Consultation and Problem Solving: Provide advice to other staff, and the community about open space maintenance. Identify and solve problems by seeking guidance and advice from both inside and outside the organisation.

SPECIALIST KNOWLEDGE AND SKILLS

- Experience and knowledge of principles and practices associated with open space asset management, horticulture, arboriculture and project management.
- High level technical skills relating to sports turf maintenance materials and methods including irrigation.
- Demonstrated ability to analyse, interpret and provide advice on the natural and built environment.
- Skilled in identifying playground faults and facilitating appropriate repairs.

INTERPERSONAL SKILLS

- Clear Communication and Problem Solving: Communicate clearly and confidently with everyone at Cardinia Shire Council. Work effectively with key stakeholders to solve problems related to open space design, asset management, project management, and consultation.

- Representation and Teamwork: Represent Cardinia Shire Council in various forums, working groups, and committees. Work well in teams to achieve positive outcomes for the organization and build trust with management, staff, clients, and the public.
- Flexibility and Technological Adaptation: Be flexible and able to develop solutions to problems. Research and help implement new technologies and work methods that fit with the organization's culture.

MANAGEMENT SKILLS

- Personal Development and Improvement: Be aware of your strengths and weaknesses and commit to improving yourself. Understand how to review and change systems and practices to make things better continuously.
- Planning and Time Management: Plan, organise, set priorities, and manage your time effectively to make the best use of resources and achieve goals within deadlines.
- Collaboration and Communication: Support a team-oriented and value-based culture. Identify and manage ways to share information and knowledge both within the organisation and with external parties

QUALIFICATIONS AND EXPERIENCE

- Post-secondary training/qualifications relevant to the requirements of the position encompassing horticulture and arboriculture or a similar qualification and knowledge and skills gained through on- the-job training.
- Certificate III in sports Turf Management or similar.
- Certified Playground Safety Inspector Level 2 or above.
- An ability to use computers, including mobile technology, with experience, at an intermediate level, in the use of Microsoft Office suite.
- A Victorian Driver's Licence.

KEY SELECTION CRITERIA

- Ability to embrace the Cardinia values and keys to success.
- Horticulture and sports turf qualifications and the ability to read and interpret detailed open space contract specifications.
- Highly developed playground auditing skills including sound knowledge in playground repair and maintenance.
- The ability to identifying risks and technical problems within an asset management context and demonstrated experience in promptly resolving such issues.
- Ability to think strategically guiding the development of policies, standards and guidelines, with knowledge of the practical applications required at an operational level.
- Demonstrated knowledge of Occupational Health and Safety requirements including conducting quality work site audits.
- Demonstrated ability to identify, initiate, and build productive relationships both internally and externally and ensure a team approach is undertaken to achieve work outcomes, including open space service providers.
- Previous experience collaborating with community groups and volunteer organisations in an open space environment.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure This is a full-time position

Pre-employment checks

All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.