



POSITION DESCRIPTION

Position Title:	Playground Inspection Officer		
Classification:	Outdoor (Band 4)	Status	Full Time- Ongoing
Group:	Infrastructure and Environment	Business Unit:	Operations
Reports to:	Team Leader Township Maintenance		
Direct Reports:	Nil	Date:	July 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 ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

POSITION OBJECTIVES

- Ensure the safety of playground equipment and surrounding areas by conducting regular inspections, identifying hazards, and recommending repairs or replacements reflecting best maintenance practices which reference relevant Australian Playground safety standards.
- Monitor, assess and remediate the condition and compliance of attenuated surfaces.
- Deliver regular playspace assessments and structured maintenance programs with detailed documentation of current issues and how they will be addressed with resourcing and costing.
- Ensure all prescribed work is undertaken to a high standard of quality, in accordance with established procedures and within time and budget, environmental and work health and safety requirements.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Undertake the inspection of Cardinia's play spaces and activity hub assets in accordance with Australian Standards Level 1 Visual inspections and Level 2 Operational inspections.
- Document findings from inspections, including the severity of hazards and recommended actions. This may involve taking immediate action to eliminate risks such as immediate repair, make-safe and or remove.
- Ensure inspections are appropriately recorded in the council's electronic asset management system.

- Communicate with internal and external stakeholders about inspection findings, recommended actions, and playground safety.
- Investigate and respond to customer service requests in relation to play space and associated park infrastructure.
- Annually secure a Level 3 Comprehensive report from an external consulting company, providing recommended actions for the council. Collaborate with the team leader to develop a program to address identified hazards and concerns.
- In consultation with the Team Leader, source materials and parts via Council's finance system to address maintenance and repairs and proactively monitor and manage basic playground replacement components.
- Develop and lead proactive work focused on general open space assets, playground and activity assets.
- Ensure effective project management for maintenance and repair tasks by the Township Maintenance Team and sub-contractors, focusing on project development, communication, and reporting.
- Support the Township Maintenance Team and Bridge Maintenance Teams through periods of high workloads and annual leave.

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 to meet objectives having regard for 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.
- Guidance and advice are always available within the time available to make a decision.

SPECIALIST KNOWLEDGE AND SKILLS

- Experience and knowledge of current playspace design and functionality.
- Knowledge and understanding of the relevant Australian Playground Standards and how they apply to council's maintenance and management of playspaces and activity hubs.
- Good working knowledge of how componentry is assembled and what issues are likely to occur through age and use in today's dynamic playspace.
- Ability to plan and schedule playspace maintenance projects.
- Ability to assess and estimate volumes and costs for undersurface replacement both in pine bark chips and wet rubber pour.
- Ability to manage data sets and prioritise issues for strategic planning and record keeping.

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

- Playground Auditing Qualifications Preferably Level 2 or 3.
- Experience in playspace maintenance and / or management.
- Experience in landscape construction.
- Project management experience.
- An ability to use computers, including mobile technology, with experience, at an intermediate level, in the use of Microsoft Office suite.
- A Medium Ridgid Driver's Licence.

KEY SELECTION CRITERIA

- Playground Auditing Qualifications Preferably Level 2 or 3 with highly developed playground inspection 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.

- Demonstrated knowledge of Occupational Health and Safety requirements including conducting quality playspace and activity hub inspections.
- Demonstrated ability to identify, initiate, and build productive relationships both internally and externally and ensure a team approach is undertaken to achieve work outcomes.
- Proven self-management skills particularly with discipline to deliver programs.
- Ability to embrace the Cardinia values and keys to success.

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 maximum term

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.