



POSITION DESCRIPTION

Position Title:	Open Space Maintenance Officer		
Classification:	Outdoor (Band 3)	Status	Full Time - Ongoing
Group:	Infrastructure and Environment	Business Unit:	Operations
Reports to:	Team Leader Parks & Gardens		
Direct Reports:	NIL	Date:	August 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

To support the maintenance and presentation of Cardinia Shire Council's parks, gardens, reserves, streetscapes, and open spaces by carrying out a range of horticultural and grounds maintenance tasks. This role contributes to the safe, clean, and attractive condition of public spaces for community use and enjoyment.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Perform routine horticultural/landscaping maintenance tasks such as mowing, edging, pruning, mulching, weeding, watering, fertilising and pest/disease management.
- Undertake general maintenance and repairs, including irrigation systems, fencing, retaining walls, drainage, and related infrastructure as required.
- Inspect and undertake necessary maintenance of customer requests, ensuring that request are completed promptly.
- Maintain parks, playgrounds, garden beds and open space areas in accordance with Council standards.
- Operate and maintain small plant and equipment such as brush-cutters, hedge trimmers, mowers and ride on equipment safely and competently.



- Conduct routine site inspections and report hazards or maintenance issues to the supervisor.
- Undertake minor landscape improvement works as required, including planting and turf establishment.
- Identify and report hazards, including vandalism, damaged infrastructure, or tree risks or safety concerns promptly.
- Document and record accurate maintenance records through Council systems.
- Work effectively within a team and assist other internal open space teams as required.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) 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.

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

- Freedom to act set by clear objectives and limited by standards and procedures.
- Position operates under general supervision with frequent reporting to the supervisor to ensure adherence to plans.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Responsible for the quality of own work.
- Responsible for assuring the quality of work performed.
- May provide on the job training.

JUDGMENT AND DECISION MAKING

- Nature of work clearly defined with procedures well understood and clearly documented.
- Operate within relevant legislative and Council policies, and procedures.
- Report all issues appropriately where required.
- Guidance and advice are always available

SPECIALIST KNOWLEDGE AND SKILLS

- Positions require proficiency in the application of standardised procedures, practices and operation of equipment plant requiring limited degree of skill.
- Practical knowledge of horticulture, landscaping knowledge including plant care, turf maintenance, and garden upkeep.
- Ability to safely operate and maintain grounds maintenance equipment.
- Understanding of safe chemical handling and manual handling practices.
- Awareness of environmental practices relevant to parks and gardens.

INTERPERSONAL SKILLS

- Communicate clearly in an appropriate manner (including in writing, if required)
- Understand instructions and follow direction.
- Ability to work autonomous/independently or without supervision.

MANAGEMENT SKILLS

- Basic time management skills, planning and organising one's own work to achieve set objectives in the most efficient way within resources and within a set timeframe.
- Ability to ensure accuracy of written and verbal communication in a busy environment.
- Ability to operate in an environment with demanding workloads and time constraints.

QUALIFICATIONS AND EXPERIENCE

- Skills and knowledge normally acquired through 4 years of secondary education (minimum year 10) plus a short industry-based training course or on the job training.
- Certificate III or higher in Horticulture or Landscaping
- Basic computer skills, including use of mobile technology.
- Current Victorian Driver's License. (MR license or higher is preferred)
- Relevant certifications such as Chemical Users Accreditation, Traffic Management, and Construction White Card.

KEY SELECTION CRITERIA

- Certificate III or higher in Horticulture or Landscaping, with the ability to interpret and work from landscape and horticultural design plans.
- Demonstrated knowledge and hands on experience in horticultural and landscaping practices, including plant care, garden maintenance, and soft/hard landscaping.
- Demonstrated experience and knowledge in general maintenance and repairs, including irrigation systems, fencing, retaining walls, drainage, and related infrastructure.
- Proven ability to safely and effectively operate a variety of tools, machinery, and equipment relevant to parks and gardens maintenance.
- Sound understanding of Occupational Health and Safety (OHS) requirements and the ability to apply safe work practices in daily operations.
- Ability to follow instructions, plan and manage daily tasks, and work independently with minimal supervision.

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.

.