

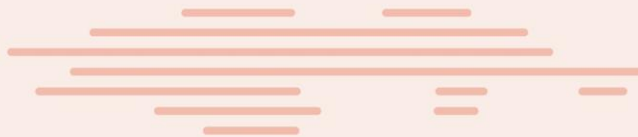


**Brighton
Council**

Position Profile
Reserves Maintenance Worker

AUGUST 2025

Brighton
going places



We acknowledge the traditional owners who once walked this country: the Mumirimina people.

The Mumirimina belonged to the Oyster Bay tribe. This was the largest tribe in Tasmania and covered 8000 square kilometres. kutalayna levee in Brighton was a significant meeting place where hundreds of generations of Aboriginal families hunted, gathered, corroboreed, camped and traded.

In the course of colonisation, dispossession of the Mumirimina was early, rapid and extensive.

We acknowledge the Tasmanian Aboriginal Community today as the continuing custodians of this land, and pay our respects to Elders past and present.

Through our words and actions we strive to build a community that reflects and respects the history and hopes for all the people of Brighton.



Reserves Maintenance Worker

Applicants **must** address the specified selection criteria.

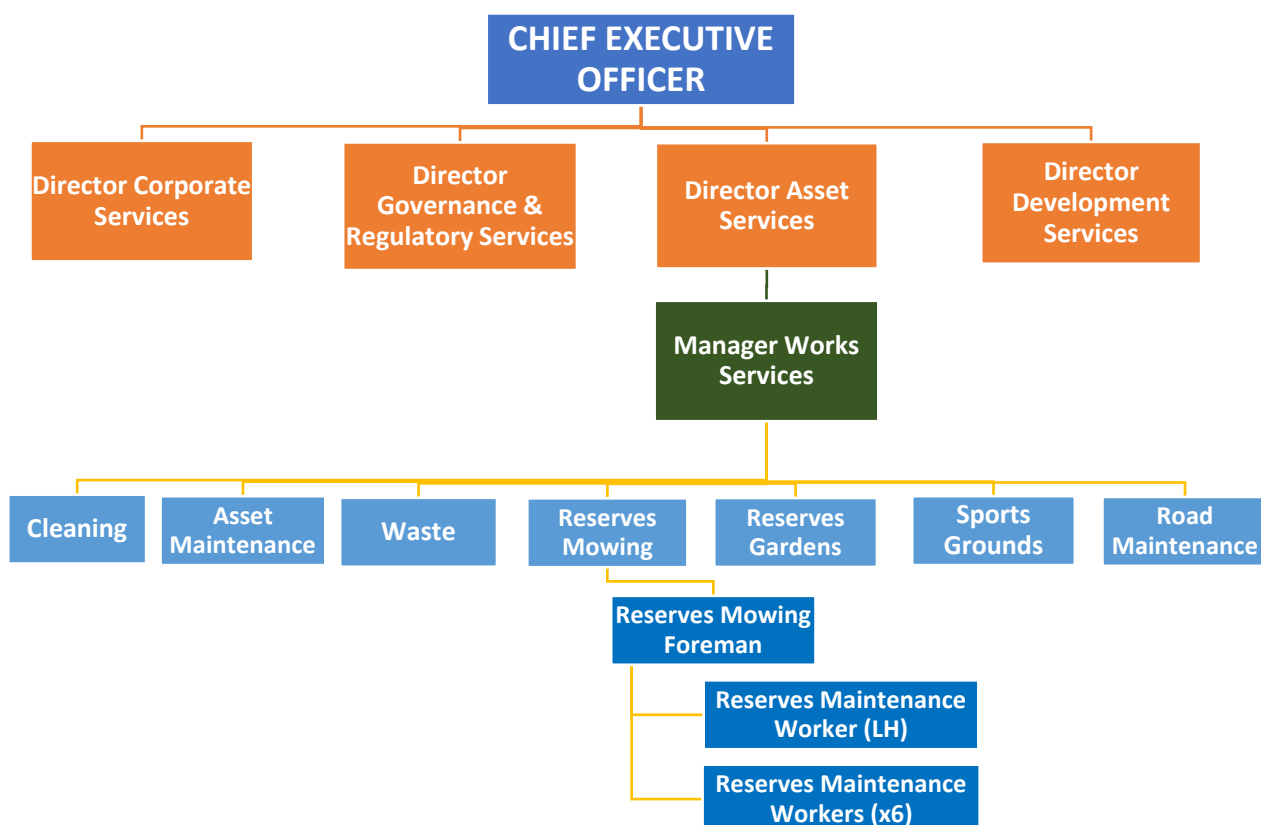
The Position

- Attractive salary based on qualifications and experience
- 15.5% Superannuation
- Generous corporate fitness and wellbeing programs
- On-site parking (free)
- Learning and development programs
- Paid parental leave
- Free annual flu vaccinations
- Supportive team culture
- Employee Assistance Program

Selection Criteria

To ensure that your application is considered you **must** address the **selection criteria** which can be found on **page 7 of this document**, please include your resume, along with two current referees.

Organisational Structure for the Position



Duty Statement – Reserves Maintenance Worker

General Conditions of Employment

1. The general conditions of employment will be in accordance with Council's Enterprise Agreement.
2. Salary range: Municipal Worker Level 3 to 4: \$69,170 to \$72,314 per annum - salary to be negotiated with the successful applicant and will be dependent on qualifications and experience.
3. The position will attract a 15.5% superannuation entitlement.
4. The hours of the position are full-time.

A typical working week is Monday to Friday, 7.30am to 4.30pm (30 minutes lunch), noting the Friday worked hours are 7.30am to 4.00pm, allowing for a 9-day fortnight.
5. The appointment is subject to successful completion of a six (6) month probation period.
6. A current National Police Check, health assessment and reference checks will be requested and organised by Council prior to commencement of employment.
7. Applications for the position close at 7.00pm on **Sunday, 17 August 2025** and should be addressed to:

CHIEF EXECUTIVE OFFICER
Brighton Council
1 Tivoli Road
OLD BEACH TAS 7030
Email to: jobs@brighton.tas.gov.au

To ensure that your application is considered you **must** address the selection criteria and include your resume, along with two current referees.

Position Description – Reserves Maintenance Worker

Position Title:	Reserves Maintenance Worker	Department:	Asset Services
Position No:	558	Program:	Works Services (Mowing)
Employment Type:	Full-Time	Location:	Works Depot 2-4 Cobbs Hill Road BRIDGEWATER TAS 7030
Award:	Brighton Council Enterprise Agreement		
Classification:	Municipal Worker	Level:	3-4

POSITION OBJECTIVE:

- The primary purpose of the role is to provide a high level of services in the maintenance of Councils open spaces, sports grounds, parks, gardens and reserves in line with operational plans.
- The role will be responsible in operating Council plant and equipment in the construction and maintenance of Council projects to a high standard.
- To actively participate as a team member within the Works Services program, performing all responsibilities and duties efficiently and drawing upon direction and guidance from the Reserves Gardens Foreman and Manager Works Services where appropriate.

ORGANISATIONAL RELATIONSHIP:

Reports to:	Reserves Mowing Foreman
Supervises:	Nil
Internal liaisons:	All Brighton Council Staff
External liaisons:	General public; community organisations; contractors; Government departments & agencies; Statutory Authorities and other Councils; community organisations; local business; professional organisations and suppliers of goods and services.

KEY RESPONSIBILITIES:

SPECIALIST SKILLS AND KNOWLEDGE	DUTIES
Parks & Reserves Operations	<ul style="list-style-type: none"> • Undertake the programmed maintenance of Council's reserves and gardens, including but not limited to open spaces, sports grounds, parks and reserves as required by the Reserves Mowing Foreman and Works Manager, keeping them in a clean, neat, tidy and attractive condition. • Assist the Reserves Mowing Foreman in the delivery of programs required to achieve the objectives of the daily operations for those utilising our open spaces, sports grounds, parks, gardens and reserves to the highest possible standard. • Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found, reporting when required. • Be able to operate an assortment of commercial machinery and plant equipment in a safe manner, promoting best practice. • Competently operate and undertake basic maintenance on excavators, ride on mowers and small trucks utilised in everyday duties. • Understanding a variety of plant species and how they are maintained appropriately, including how to problem solve issues. • Ensuring appropriate resourcing including labour, plant and equipment are available for each maintenance or construction project. • Participation in a rotating on-call roster (optional).

Management Skills	<ul style="list-style-type: none"> • Ability to manage time, set priorities, plan and organise ones' work to meet set objectives both internally and externally of the organisation. • To inspect and arrange the necessary plant, materials and equipment for works. • Good understanding of management and personnel practices related to Workplace Health and Safety, including taking reasonable care for your own safety and health and for others in the workplace i.e. public, contractors and other employees. • Complete all necessary reports, risk assessments and other documentation associated with this role, ensuring compliance with requirements, legislation and obligations. • Complies with any direction given in relation to any safety and health matter, including Council policies regarding wearing personal protective equipment.
Interpersonal Skills	<ul style="list-style-type: none"> • Being an active team player to work effectively and cooperatively with others in a small team environment. • The ability to problem-solve to find and implement innovative work practices and procedures whilst maximising utilisation of resources. • Participate in the development and operation of ongoing works and preventative maintenance programs, including the provision of assistance to other parks and reserves staff including sports grounds when required. • Maintain effective and timely communication with your supervisor, team and other colleagues or members of the public to ensure safe completion of quality outcomes within set timeframes. • Capacity to gain cooperation and assistance from staff within the department and across Council as required.
Risk Management	<p>An employee whilst at work, shall:</p> <ul style="list-style-type: none"> • Ensure any issues identified as a risk to the public, contractors or members of staff are reported in accordance with Council's incident reporting procedures. • Adhere to and assist in the continuous improvement of Council's risk management system.
Customer Service	<ul style="list-style-type: none"> • Ability to promote customer focussed service, which promotes a positive image of Council as well as a high level of safety and environmental awareness. • Ensure that a high standard of customer service is maintained to both internal and external customers.
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts. • Actively retain records and documents within Council's electronic content management system(s) relating to Council business as part of their employment. • Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.
Child Safe Organisation	<ul style="list-style-type: none"> • Champion a child safe culture that upholds the National Principles of Child Safe Organisations. • Brighton Council is committed to the safety, wellbeing, and empowerment of all children and young people, and expects all employees to contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.

JUDGEMENT AND DECISION MAKING:

Whilst this position generally works within set guidelines:

- Work activities will occasionally call upon the occupant to use some originality in approach with solutions usually attributable to application of previously encountered solutions or experience.

These matters include, amongst others, public relations, levels of customer service and general maintenance decisions.

- Accountable for the autonomous delivery of regularly occurring tasks within the set timeframes in consultation with the Sports Grounds Foreman and/or the Manager Works Services.

EXTENT OF AUTHORITY:

External Correspondence:

Completion of daily operational sheets

KEY SELECTION CRITERIA:

1. Has at least one years' experience in a similar or related field; OR is looking for a career change and possesses an understanding of what is involved in a sports ground or turf maintenance type position and who can demonstrate their knowledge and experience in maintenance procedures for associated plant and equipment, with a willingness to learn.
2. Well organised, with excellent communication skills, possessing a strong work ethic and is somebody who enjoys working outdoors and takes pride in their work.
3. The ability to work as part of a team as well as autonomously as required.
4. Understanding and knowledge of applicable work health and safety policies and procedures.
5. Must have a current medium rigid (MR) licence or the capacity to gain one, as well as a current (unrestricted) motor vehicle drivers' licence to perform the inherent requirements of the role.
6. Possess a current White Card – 'Prepare to Work Safely in the Construction Industry' (CPCWHS1001).

OTHER LICENCES/ACCREDITATIONS:

- Certificate III in Horticulture or equivalent is highly desirable, but not necessarily essential at this stage
- Chainsaw Licence, First Aid and an approved certificate for Chemical User Applications or the capacity to obtain them
- Safety at Roadworks Accreditation, including Implement Traffic Control Plans is also desirable
- Computer literate
- A current National Police Check

AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Job Analyst: Director Asset Services; Manager Works Services

Date Analysed: July 2025

Approved by: Chief Executive Officer

Date Approved: July 2025

I have read and agree to abide by the requirements of this position description.

Employee Name: Vacant

Employee Signature:

Date: