Port Augusta
CITY COUNCIL

Port Augusta City Council

POSITION DESCRIPTION



A new career waits for you...

APPLY NOW

EMPLOYMENT OPPORTUNITY

Port Augusta City Council

A new career is waiting for you…

MUNICIPAL EMPLOYEE GRADE 5

Works/Parks Depot
Full Time Position

Our vision is to create and sustain a safe and vibrant Community where people want to live, work, play and visit. If you want to live in a sea-side country town, close to the Flinders Ranges and Outback and help it grow into a full Regional Centre we would be keen to discuss this opportunity with you.

THE ROLE

Provide a broad range of Parks and open space works functions relating to the construction and maintenance of the open spaces in Port Augusta.

The successful applicant will have:

- Working knowledge of the safe operation and maintenance of plant, equipment and tools.
- Current South Australian driver's licence of at least Class MR (Medium Rigid).
- Working knowledge of garden maintenance techniques.
- Effective verbal and written communication skills with workers, supervisors, contractors and the general public.
- Participate in a team environment as a positive and constructive team member.

The Position Description is available from Council's website www.portaugusta.sa.gov.au with enquiries to Trevor Stroyan, Manager Operations on 8641 9100.

Applications must address the specified personal criteria in the position description. Applications are to be submitted to the Human Resource Officer, Port Augusta City Council, PO Box 1704, Port Augusta SA 5700 or emailed to admin@portaugusta.sa.gov.au

Application closing date 5:00pm, Friday 11 December 2026.

JOHN BANKS
CHIEF EXECUTIVE OFFICER
PORT AUGUSTA CITY COUNCIL

Port Augusta
CITY COUNCIL

POSITION DESCRIPTION

OUR STRATEGIC VISION

To create and sustain a safe and vibrant Community where people want to live, work, play and visit.

OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision.

- Respect and Social Cohesion
- Optimism and Confidence
- Courage
- Leadership

TITLE:	Municipal Employee Grade 5
LEVEL:	Municipal Employee Grade 5
STREAM:	Local Government Employees Award
DEPARTMENT:	Works/Parks Depot

POSITION OBJECTIVE:

Provide a broad range of Parks and open space works functions relating to the construction and maintenance of the open spaces in Port Augusta.

1. REPORTING RELATIONSHIPS

This position reports to the Parks and Gardens Team Leaders.

2. POSITION DETAILS

- Ensure that Council's gardens and parks are maintained and/or improved to an appropriate standard which promotes the image of Council within the community.

- Perform general landscape maintenance duties including the following:
    - Grass cutting, weed eradication, fertilising and landscaping
    - Planting, mulching, watering, pruning of streetscapes, feature landscapes, roadside verges, parks and reserve areas
    - Tree removal works and minor pruning
    - Minor irrigation and turf/sport fields maintenance
    - W.W.T.P and Cemeteries
    - Poisoning
    - Slashing Native Plants

- Removal of litter and hazardous objects from road reserves and open space areas to provide a safe and pleasant environment for the community.

- Utilise Council resources and equipment in the most effective and efficient way to carry out Council works.

- Ensure plant and equipment is used to maximise productivity whilst minimising undue wear and tear. Provide minor maintenance where applicable.

- Maintain and operate a variety of hand held power tools or machinery including chainsaw and associated equipment.

- Carry out daily pre-start checks of various plant and equipment items to ensure all equipment is maintained in a safe and operational condition.

- Evaluate site requirements and works instructions (i.e. Risk Assessments and Safe Work Instructions) to achieve results in the most productive and appropriate manner.

- Responsible for the placement of signage in conjunction with work zone traffic management (i.e. directing traffic and speed restrictions).

- Responsible for the accurate completion of timesheets, works records, log books and other reports as directed.

- Carry out duties to agreed standards and within a set time frame in line with specified works programs, projects, budgets relevant to road maintenance activities.

- Liaise with Team Leader or Operations Manager regarding duties, location and requirement of daily activities and operational programs.

- Workers are expected to work cooperatively with all members of the Works and Parks Depot and may be reassigned between teams from time to time.

- Undertake other related duties as required for the effective and efficient operation within the scope of this position.

- Undertake a variety of tasks, including lower classified manual labour as directed by the Team Leaders or Operations Manager.

- Promote an environment of team participation and actively contribute to toolbox meetings.

- Work as part of a team, promoting safe work practices with a can do attitude whilst working towards meeting Councils goals and vision.

- Contribute towards team activities on various work projects as required, including participating in emergency response activities in the case of an emergency as per Council's i-Responda guidelines.

- Exercise proper courtesy, consideration and sensitivity in dealing with the public and members of Council and fellow employees.

- Positively contribute to creating and maintaining a healthy, respectful and sustainable working environment.

- Must maintain all licences and certification relevant to position.

3. PERSONAL CRITERIA

3.1 Skills

3.1.1 Ability to safely operate a range of plant, equipment and handheld motorised tools in such a manner as to deliver optimum performance and efficiency.

3.1.2 Effective communication skills with workers, supervisors, contractors and the general public.

3.1.3 Participate in a team environment as a positive and constructive team member.

3.1.4 Work detailed instructions and procedures without direct supervision.

3.2 Knowledge

3.2.1 Working knowledge of the safe operation and maintenance of plant, equipment and tools.

3.2.2 Working knowledge of garden maintenance techniques.

3.2.3 Knowledge and understanding of WHS responsibilities and procedures at worksites.

3.3 Experience and/or Qualifications

3.3.1 Experience in outdoor and gardening related operations, Certificate III in Horticulture.

3.3.2 Current South Australian driver's licence of at least Class MR (Medium Rigid).

3.3.3 Chainsaw.

3.3.4 Current Work Zone Traffic Management.

3.3.5 Willing to undertake the following:

- Forklift
- White Card
- Provide First Aid
- Load Restraint (Load and Unload Goods and Cargo)
- High Risk Licence

3.3.6 Desirable:

- Trade qualification in horticulture
- Competent in the operation of Front End Load and Bobcat
- Elevated Work Platform over 11 metres and above

4. WORK HEALTH & SAFETY RESPONSIBILITIES

As an employee within Council you will lead by example and ensure compliance to the WHS Legislation, Australian Standards, Codes of Practice and Council Policies and procedures.

You will hold Council and your team accountable to the same standard expected of yourself and manage accordingly.

Compliance with all Workplace Health and Safety, Risk and Return to Work Management Systems and attending/participating in training and meetings.

Risk Awareness, responsibilities and accountabilities:

- Part of risk awareness is actively encouraging employees to report potential issues and making this process easy. Create and share a clear protocol for reporting within your organisation to identify threats before they escalate.
- Manages risk within their area of influence
- Follows risk management policy and procedures
- Participates in a risk-aware culture
- Assesses new risk and monitor change in known risks

- Contributes to the continuous improvement of risk management frameworks, processes and culture.

5. SPECIAL CONDITIONS

- Successful medical clearance prior to commencement of employment.
- Successful completion of a three month probation period from commencement of employment.
- Medical and physical capacity to perform the range of functions required of the position.
- Undertake training from time to time including after hours if appropriate and off site training if required.
- Hours of duty between 7:15am and 4:30pm with a 45 minute break for lunch, Monday to Friday with one Rostered Day Off (RDO) per fortnight subject to negotiation. Variable lunch break times may be subject to tasks on the day.

6. CONFIDENTIALITY

Security and confidentiality is a matter of concern for all persons who have access to Council information. Each person accessing the Port Augusta City Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

6.1 Respect the privacy and rules governing the use of any information accessible through the Council network and only utilise information necessary for the performance of work duties.

6.2 Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the job description.

6.3 Not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.

6.4 Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry.

6.5 Persons breaching this standard may be subject to penalties, including disciplinary action and dismissal.

7. ACCOUNTABILITY

7.1 The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, members of the Council, contractors, visitors and the general public.

7.2 The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Port Augusta City Council's Records Management Policy, other related policies and the State Records Act 1997.

7.3 Personnel who undertake duties for higher level positions, you are accountable for ensuring that in accepting the back-up position, that the WHS & Legislative – Position Responsibilities Register is referred to, to identify all responsibilities that will be required

to be undertaken while in the back-up position, to provide going compliance with the WHS Management System.

7.4 Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Acts, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance. Such responsibilities are defined in Council's WHS & Legislative – Position Responsibilities Register.

8. OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision. As an employee you will play a key role in demonstrating these values:

- *Respect and Social Cohesion*
  Respect is fundamental to building a strong, socially cohesive community. We nurture respect when we find ways to work together on particular actions that address our shared concerns.

- *Optimism and Confidence*
  We will face the future with a positive attitude drawing on our collective strengths and our shared history of struggle and triumph.

- *Courage*
  We are not afraid to face the hard issues and work through them together. We are prepared to take calculated risks to move towards a better future.

- *Leadership*
  We commit ourselves to nurturing leadership in our children and young people, valuing their contributions as citizens of our city.

These are assessed on an ongoing informal basis, and formally through our Professional Development Review process.

9. ACKNOWLEDGEMENT

Employee Name: _____

Signature: _____

Date: _____

Human Resources Department Use Only

Date Commenced with Council:

Date Commenced this Position:

Request to Fill Vacancy: AR26/64409

Position Description Prepared 27/11/2026