



Port Augusta
CITY COUNCIL

Port Augusta City Council

POSITION DESCRIPTION



A new career waits for you...

APPLY NOW



A new career is waiting for you...

SENIOR TEAM LEADER – OPEN SPACE

Council Depot
Full time Permanent 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

Senior Team Leader will lead a new Open Space team responsible for mowing, trimming and maintaining open space areas to ensure a neat, healthy and aesthetically pleasing appearance.

The successful applicant will have:

- Good knowledge in horticulture, turf management and grounds maintenance program strategies, activities and techniques related to high quality landscape and turf programs in complex or high profile settings.
- High level of verbal and written communication skills with fellow workers, supervisors, contractors and the general public.
- Experience in a leadership role, in supervising and coordinating individuals and teams to achieve outcomes.
- Ability to work both independently and in a team environment.

The Position Description is available from Council's website www.portaugusta.sa.gov.au with enquiries to Stan Robb, Director Infrastructure 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, Tuesday 3 November 2026.

JOHN BANKS
CHIEF EXECUTIVE OFFICER
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: Senior Team Leader

LEVEL: 4 (General Officer)

STREAM: South Australian Municipal Salaried Officers Award

DEPARTMENT: Works/Parks Depot – Open Spaces

POSITION OBJECTIVE:

Lead the delivery of a broad range of recreational functions relating to the construction, management and maintenance of open spaces in Port Augusta.

1. REPORTING RELATIONSHIPS

This position reports to the Operations Manager.

This position is responsible for the coordination and supervision of the Open Space maintenance team and is primarily based in the field.

2. POSITION DETAILS

- Provide direction to staff to deliver individual and team outcomes, maintain service outcomes and improve productivity.
- Assist the Manager Operations to implement change management, ensuring smooth transition as required.
- Promote and drive a positive culture of safety and welfare in the workplace.
- Develop and foster effective working relationships with both internal and external key stakeholders, including residents and ratepayers.
- Exercise proper courtesy, consideration, and sensitivity in dealings with the public, members of the Council and fellow workers.
- Effectively respond to all internal and external enquiries in a professional, timely manner.
- Coordinate daily toolbox meetings to ensure work outcomes are achieved and improvement opportunities.
- Manage time, set priorities, scope, plan and schedule own work and of Open Space team within the areas of:
 - Turf maintenance and mowing
 - Parklands maintenance
 - Schedule for fertilizing and pest management
 - Footpath weed spraying
 - Reseed, coring and scarifying maintenance
- Check and sign off team timesheets, in accordance with relevant Enterprise Bargaining Agreement provisions, policies and procedures.
- Ensure that relevant plant and machinery is cared for, maintained, and operated, including the saving of plant and machinery documentation within our electronic records system.
- Provide accurate records of daily work carried out for costing purposes.
- Assist Manager Operations to undertake performance development reviews for the team as scheduled.

3. PERSONAL CRITERIA

3.1 Skills

- 3.1.1 Highly self motivated with the ability to establish credibility and deliver high quality outcomes for our community.
- 3.1.2 High level of verbal and written communication skills with fellow workers, supervisors, contractors and the general public.
- 3.1.3 High level of computer skills required.
- 3.1.4 Sound and accurate typing and word processing skills utilising Microsoft Office programs and relevant database management.
- 3.1.5 Ability to prioritise workload and meet set timelines.
- 3.1.6 Analyse problems, evaluate alternatives, provide solutions and make decisions based on sound judgment.
- 3.1.7 Ability to work both independently and in a team environment.
- 3.1.8 Ability to share information and expertise freely.
- 3.1.9 Ability to be resilient, innovative, flexible and readily accommodate change.

3.2 Knowledge

- 3.2.1 Good knowledge of the safe operation and maintenance of equipment, machinery and tool operations.
- 3.2.2 Ability to train workers in their safe operation.
- 3.2.3 Good knowledge in horticulture, turf management and grounds maintenance program strategies, activities and techniques related to high quality landscape and turf programs in complex or high profile settings.
- 3.2.4 working knowledge and understanding of Work Health and Safety responsibilities and procedures at worksites.
- 3.2.5 Working knowledge of chemical applications to maintain and manage growth and weed control on turf and parkland areas.

3.3 Experience and/or Qualifications

Essential

- 3.3.1 Demonstrated experience in turf management, and parkland maintenance.
- 3.3.2 Demonstrated experience in a leadership role, in supervising and coordinating individuals and teams to achieve outcomes.

3.3.3 Demonstrated experience with planning, prioritisation, review and evaluation or projects and or outcomes.

3.3.4 Current South Australian driver's licence.

3.3.2 Certificate in Horticulture.

3.3.3 Work Zone Traffic Management qualification.

Desirable

3.3.4 Demonstrated knowledge of sustainable practices, environmental weed control and fertilization, and innovation in horticulture and turf management.

3.3.7 Competent in the operation or knowledge of the following plant and machinery:

- Tractor with PTO
- Mowers (various kinds)
- C Class – Truck and Trailer
- Experience on various turf maintenance machinery i.e. corer, scarifier.

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.
- Medical and physical capacity to perform the range of functions required of the position.
- Successful completion of a three month probation period from commencement of employment.
- Undertake training from time to time including after hours if appropriate and off-site training if required.
- Hours of duty between 7:00am 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: AR26/37580

Position Description Prepared 14/07/2026