



Park Maintenance Officer

Position No:	00015098
Classification	Level 2 (Commuted Overtime)
Division:	Heritage and Property Services
Directorate:	Whiteman Park
Reports to:	Parks and Recreation Coordinator, 00015181, Level 5
Direct reports:	0
Leadership Context:	Personal Leadership

Position Overview

The Park Maintenance Officer support sustainable management and growth, ensuring communities thrive by promoting desirable living, working and recreational spaces. This is achieved while balancing historic and cultural heritage with the natural environment.

The Park Maintenance Officer plays a vital role in the effective day to day management of Whiteman Park, contributing to public safety and community engagement. The position supports a wide range of operational activities to ensure the park remains a safe, well-maintained, and welcoming space for visitors and stakeholders.

Responsibilities

- Maintain up to date knowledge of emerging trends and current issues in park and environmental management to support the effective day to day operations of Whiteman Park.
- Conduct regular inspections and maintenance of park facilities to ensure they are consistently maintained to a high standard, in accordance with the guidance provided by the Parks and Recreation Coordinator.
- Ensure strict adherence to safety standards and compliance with and all relevant protocols, including timely and accurate reporting through established mechanisms.
- Deliver wildfire suppression and firefighting response services, actively participate in prescribed burns, and provide guidance to private park operators and volunteers on safe and appropriate operational practices aligned with current fire risk levels.
- Administer first aid when required and coordinate emergency medical responses, ensuring effective support and timely responses.
- Support scheduled planting days involving schools, community groups and other environmental initiatives, contributing to hands on conservation efforts and public engagement.
- Assist with the coordination and delivery of logistical support for activities, events and group

functions held within Whiteman Park.

- Undertake other duties as required within the scope and capabilities of the position.
- Demonstrate professional and ethical workplace behaviours in alignment with the Department's Code of Conduct and Values. This includes ensuring work practices and behaviours foster an equitable, diverse, and inclusive work environment and support a safe and health workplace in accordance with Work Health and Safety legislation.

Essential Requirements

- Demonstrated experience in all aspects of grounds maintenance within parks and reserves, including practical involvement in wildfire suppression and firefighting activities.
- Demonstrated ability to promote and support the vision of Whiteman Park, ensuring alignment with stakeholder expectations and broader community values through effective communication and engagement.
- Understanding of and ability to apply public sector governance requirements, including relevant legislation, policies and procedures within a parks and reserves management context.
- Demonstrate the behaviours within the leadership context of Personal Leadership as outlined below.

Desirable Requirements

- This position does not have any desirable requirements.

Special Requirements

- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.
- Workers must have a baseline hearing test within three (3) months of commencing employment and then every two (2) years thereafter.
- Hold a valid Western Australian Working with Children Check.
- Possession of, or willingness to obtain a 'Provide First Aid' Certificate.
- Possession of or willingness to obtain a recognised bush firefighter's certificate.
- Possession of a current 'C' class driver's licence.
- Availability and willingness to work a fortnightly roster outside normal business hours, including morning, afternoon and weekend shifts in a range of weather conditions, with appropriate remuneration being provided in accordance with the Public Sector (CSA) Agreement.

Mandatory Pre Employment Requirements

- All positions within the Department require the occupant to have a Nationally Coordinated Criminal History Check (NCCHC) conducted with a satisfactory outcome.
- A pre-employment Conflict of Interest will be completed and assessed prior to appointment.

Workplace Behaviours and Expectations

The Department's [Code of Conduct](#) sets out the professional behaviours that we expect of our employees and consistent with our departmental values.

The [Public Sector Commission's Leadership Expectations](#) provide a clear understanding of expected leadership behaviours and associated mindsets for all public sector employees. The expected behaviours (see below) should be demonstrated in the context of [Personal Leadership](#) for this position.

Lead collectively	Seek and build key relationships, work together and focus on the greater good
Think through complexity	Think critically, work with ambiguity and uncertainty, assess solutions and impacts, and take calculated risks
Dynamically sense the environment	Be in tune with the political, social and environmental trends that impact the work, understand and recognise the needs of others and leverage relationships for desired outcomes.
Deliver on high leverage areas	Identify priorities, pursue objectives with tenacity and display resilience in the face of challenges.
Build capability	Proactively develop others, share learning to promote efficiency and effectiveness, and champion diversity and inclusion
Embody the spirit of public service	Display empathy, compassion, humility and integrity, and a genuine passion for the work, demonstrate a responsibility to Western Australians, and work in the interests of the public good
Lead adaptively	Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts

Further information can be obtained from looking at the [behaviour descriptors](#).

Our Vision and Values

To respect the past, to create opportunities today and to plan for the future.

Our values shape our attitude and actions, guiding us both personally and professionally.

Respect	We respect that our work is personal to our stakeholders and that every piece of land and site has a story.
Collaboration	We engage and collaborate to build prosperous places and connected communities.
Integrity	Our ethics and integrity guide our actions with every piece of land, site and opportunity to enable us to deliver great outcomes for Western Australia.
Innovation	We enable innovation, implementing innovative approaches to the way we work to create value for our stakeholders.
Professionalism	Our professionalism empowers us to use our specialised knowledge and skills to deliver our work to the highest standards.
Accountability	We work in the interest of the public and take responsibility for our actions and decisions.

Acknowledgement of Country

The Department of Planning, Lands and Heritage acknowledges the Aboriginal people as the traditional custodians of Western Australia. We pay our respects to the Ancestors and Elders, both past and present, and the ongoing connection between people, land, waters, and community. We acknowledge those who continue to share knowledge, their traditions and culture to support our journey for reconciliation. In particular, we recognise land and cultural heritage as places that hold great significance for Aboriginal people.

Registration Date	11 August 2025	Registering Officer	Erika Booth <i>Erika Booth</i>
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