



## Job Description Form – Park Maintenance Officer

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Position Number:	00015098	Division:	Heritage and Property Services
Classification:	COT Level 2	Reports to:	Parks & Recreation Co-ordinator, Level 5
Leadership Context:	Personal Leadership	Direct Reports:	0
ANZSCO:	841999		

### Description

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The Park Maintenance Officer supports sustainable management and growth, ensuring communities are able to thrive by promoting places where people want to live, work and recreate. This is achieved while respecting the balance of historic and cultural heritage, and the natural environment.

The Park Maintenance Officer supports the Whiteman Park (the Park) team and the wider Department in the strategic management and use of land assets that the Department has oversight of.

As the Park Maintenance Officer you are responsible for the maintenance of the grounds, landscapes and facilities within the Park to agreed standards, providing effective direction and assistance to park visitors, assisting with setting up and running events at the Park, successful planting programmes and other environmental initiatives.

### Responsibilities

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- Maintains a current awareness of relevant trends and current issues in park and environmental management matters to support the effectively daily management of the Park.
- Ensures park facilities are presented to a high standard through regular grounds and facilities inspections and maintenance, as directed by the Parks and Recreation Coordinator and/or Manager.
- Ensures stringent safety standards are maintained and complied with, and all reporting mechanisms are adhered to.
- Provides wildfire suppression and firefighting response, participates in prescribed burns, with direction provided to private park operators and volunteers on appropriate operations associated with the level of fire risk, as required.
- Provides first aid as needed, coordinates and supports emergency first aid response.
- Provides assistance to scheduled planting days for schools, group activities and other environmental initiatives.
- Assists with the logistical requirements of running activities, events and group functions at the Park
- Applies Equal Opportunity and Diversity, Work Health and Safety and ethical principles/practices in all aspects of this role.
- Encourages and supports a safe workplace environment.
- Applies curiosity and performs other duties as required.



- Demonstrates the expected behaviours of the leadership context for this role.

## Special Requirements

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All Department positions require a national police check conducted.

- Possession of a current C Class driver's licence (and an MR Class license is also desirable).
- Possession of (or willingness to obtain) a current Senior First Aid Certificate.
- Possession of (or willingness to obtain) a recognised bush firefighter's certificate.
- 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 2022.
- A Commuted Overtime Allowance will apply.

## Requirements

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- Experience in all aspects of grounds maintenance within a parks and reserves environment, including the ability to undertake firefighting activities.
- Ability to promote the vision for Whiteman Park in line with stakeholder and broader community values.
- Ability to understand and apply public sector governance requirements (eg legislation, policies and procedures) as applicable within a public parks and reserves management setting.
- Demonstrate the behaviours within the leadership context of Personal Leadership as outlined below.



### Behaviour Expectations

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of [Personal Leadership](#) for this position.

<b>Lead collectively</b>	You understand your agency’s objectives and can express how your work relates and contributes to achieving operational excellence for your agency.
<b>Think through complexity</b>	You use information and analysis to initiate problem resolution and seek guidance as necessary.
<b>Dynamically sense the environment</b>	You adjust priorities and pace with guidance when necessary to ensure you contribute to delivering value for your team.
<b>Deliver on high leverage areas</b>	You pursue with tenacity the high leverage priorities that are essential to your work and agency.
<b>Build capability</b>	You engage in processes and activities that grow the team’s capability and effectiveness.
<b>Embody the spirit of public service</b>	You promote and show respect for the sector in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the sector.
<b>Lead adaptively</b>	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

<b>Registration Date</b>	12 November 2024	<b>Registering Officer</b>	Kylie O’Neill <i>K O’Neill</i>
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