Job and Person Specification

Open Space & Environment Officer (Irrigation & Turf Maintenance)

Great support! Great service! Great community!

Department	Infrastructure & Environment
Award	Local Government Employees Award
Classification	AWU Municipal Employee Grade 3
Reports to	Team Leader Open Space & Environment
Direct reports	Nil
Date last reviewed	November 2026

Working at Adelaide Plains Council

We provide great support and great service for our great community.

2028 vision

Adelaide Plains is a thriving proactive community with an enviable lifestyle, emerging economy, and remarkable landscapes.

Our core values

Honesty and Integrity	Innovative and Open-minded	Leadership and Diplomacy	Professionalism	Respect	Teamwork
Building trust and loyalty with the community and within Council.	Being proactive in continually improving our services.	By acting strategically and effectively managing our relationships.	Through commitment, quality and timeliness of work delivered.	For others, acting with humility and empathy.	Through unity, cooperation and support.

Our constructive culture

Achievement	Pursue standards of excellence with enthusiasm
Affiliation	Friendly, sensitive and cooperate with others
Humanistic-Encouraging	Supportive of others and constructive in dealings with one another
Self-Actualising	Maintain personal integrity, self-develop and enjoy work

Position Overview

- Contribute to the maintenance of Council's irrigation systems and turfed areas, including parks, reserves, sporting ovals, cemeteries, streetscapes, gardens and other public open spaces.
- Ensure Council's open spaces are safe, attractive and well-maintained through maintenance and operational support activities to enhance community wellbeing and environment values.
- Operate and maintain plant and equipment (including tools and materials) safely and in a cost-effective manner.
- Effectively work as a team to deliver high quality open spaces in line with Council standards, safety requirements and environmental sustainability practices.

Key Responsibilities

Under the general direction of the Team Leader Open Space & Environment, undertake Council's core open space and environment functions, including but not limited to:

Title	Description
Open Spaces (Irrigation & Turf Maintenance)	• Maintenance of Council's open spaces, including parks, reserves, ovals, streetscapes, cemeteries, gardens and other landscaped areas. • Inspect, maintain, repair and install irrigation systems, including pumps, subsurface systems, dripper systems and sprinklers at Council's recreational reserve areas. • Maintenance of turfed and garden areas, including mowing, weed control, fertilising and general duties to specified service levels. • Assist with the procurement of suitable and safe materials, plants, and other equipment to effectively support the open space and environment team.
Asset Maintenance (Plant Resources)	• Safely operate and maintain a variety of plant and equipment, including but not limited to, zero-turn and front mount mowers, vehicles, brush cutters, knapsacks, vac blowers, excavators and medium rigid tipper and tree watering trucks. • Undertake minor repairs to equipment and tools to identify necessary part replacements and maintain cost-effective use of plant, equipment and tools to the work area. • Liaise with workshop staff to assist with maintenance work, ordering parts and other supplies • Conduct daily pre-start checks and report faults or maintenance needs.

Performance indicators

- Achievement of the open space plans and programs identified through Council's strategic plan and objectives.
- Irrigation and grounds maintenance tasks, including but not limited to, irrigation system servicing, scheduling, repairs and installation, turf and garden bed maintenance are completed to the required service level.
- Plants and turf within irrigated areas are in good health.

- Irrigation systems operate at optimum efficiency and are in good, serviceable condition.
- Broadleaf weed control and pest control is maintained in accordance with Council requirements and chemical applications are carried out safely in accordance with legislation and Council procedure.
- Plant and equipment are operationally effective and safe, and records maintained accurately and in accordance with WHS requirements.

Selection Criteria

Qualifications

Essential

- Certificate III in Irrigation - AHC32424.
- Class C Drivers Licence.
- White Card.

Desirable

- Certificate III in Horticulture (or relevant discipline).
- Electrofusion welding - PMBWELD302E.
- Butt welding - PMBWELD301E.
- Excavator ticket.
- Medium Rigid (MR) Truck Licence.
- Accreditation in chemical application - AHCCHM307.
- Work Zone Traffic Management.

Knowledge

- Sound knowledge of local government's role in providing services to its constituents.
- Sound knowledge of irrigation system maintenance, scheduling and installation.
- A good understanding of water use responsibilities and environmental considerations.
- A strong understanding of work health and safety requirements relevant to the role.
- Turf maintenance knowledge is highly desirable.

Skills

- Ability to read and interpret detailed irrigation and landscape design plans.
- Strong troubleshooting skills for complex irrigation systems.
- Skillset to undertake electrofusion and butt welding.
- Highly effective interpersonal skills and ability to build rapport and maintain productive relationships at all levels of management and staff.
- Sound judgement and discretion in handling and maintaining sensitive and confidential information.
- Strong organisational and time management skills, with the ability to balance and prioritise competing priorities effectively.
- Strong research and analytical skills, with the ability to present findings clearly and concisely.
- Ability to work autonomously with high attention to detail.

Experience

- Demonstrated experience in irrigation maintenance and installation or similar role (minimum 3 years).
- Previous experience with recycled water and turf maintenance (highly desirable).

Personal attributes

- Ability to interpret and resolve enquiries from management, staff, customers and convey information.
- Demonstrates a high level of interpersonal skills and work ethics, including:
  - high degree of confidentiality, discretion and diplomacy
  - motivation and enthusiasm
  - ability to exercise initiative
  - commitment to professionalism and the provision of high quality customer service
  - strong commitment to, and focus on, customer service and contributing to establishing strong community relationships
  - ability to work independently and as an effective team member in providing high quality responsive customer service.
- Ability to keep informed of new developments, procedures, technology and a willingness to embrace change.
- Ability to share expertise and information freely, whilst maintaining confidentiality as appropriate.
- Demonstrated commitment to continual professional and personal development.

Delegation and authority

This role is responsible and accountable to the Team Leader Open Space & Environment for undertaking the functions of the position to a consistently professional standard and thereby making a positive and effective contribution to Council.

Provide information and advice within the limits of *the Local Government Act 1999* and other Acts and regulations and as delegated by the Chief Executive Officer.

WHS & RTW (responsibilities as a Worker)

Workers are to ensure they comply with Councils WHS&RTW Management System. The responsibility of the worker is to ensure the following:

Workers Health and Safety

- Take reasonable care of his or her own health and safety.
- Take reasonable care that their acts and omissions do not adversely affect the health and safety of other persons in the workplace.
- Complying with the WHS Act, Return to Work Act, Regulations, Performance Standards for Self Insurers, Codes of Practice and Australian Standards.
- Co-operate with any Council WHS&RTW Policies, Procedures, Safe Work Instruction, Safe Operating Procedure and/or Safe Work Method Statement.
- Use plant, equipment and hazardous chemicals in a safe manner and condition.
- Do not allow the consumption of drugs or alcohol to affect and endanger themselves or others at work.

Return to Work

- Comply with the Councils Return to Work Procedures.

- Actively participate in the development and implementation of return to work plans with the agreed primary goal being return to work.
- Abide by agreed medical restrictions.

Job requirements

Work Location	Based at the Mallala Depot but may be required to operate from Two Wells.
Performance Reviews	Annual performance reviews are conducted with the expectation of achievement of high standards of performance, and will generally be based on the responsibilities, specifications and requirements outlined in the job and person specification.
Training or Networking	Attend conferences, seminars and training courses to maintain strong and effective networks and competencies.
Meetings	Regular attendance at ordinary Council, committee meetings and some Council events will be required.
Driver's Licence	Current driver's licence at C Class.
Screenings and Clearances	A current National Police Clearance and Working With Children Check is required.
Out of Hours Work	There will be a requirement for limited out of hours work to fulfil the role requirements (authorisation from your line manager is required prior to any out of hours work being undertaken).
Information Management	Ensure Information Management activities are conducted and completed in accordance with Council policies and procedures and in accordance with the *State Records Act 1997*, *Freedom of Information Act 1991* and *Local Government Act 1999.*

Agreement

This job and person specification accurately reflects and describes the responsibilities, duties and skills required and the expected output and outcomes for the position.

Read and agreed to by:

Employee

Signature: **Date:**

Approved by:

Line manager

Signature: **Date:**

Job and Person Specifications form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of Council as outlined within the strategic plan. Councils core values are an integral component of the organisational culture and all staff are expected to perform and behave aligned with the core values of Council.