Position Description
Community & Open Spaces Operator

Department:	Infrastructure Services		
Classification:	Grade 5 - 6		
Salary Range:	$69,309 - $71,209		
Award:	Local Government Employees (SA) Award Copper Coast Council Enterprise Agreement		
Version:	One		
Last Review Date:	November 2026		

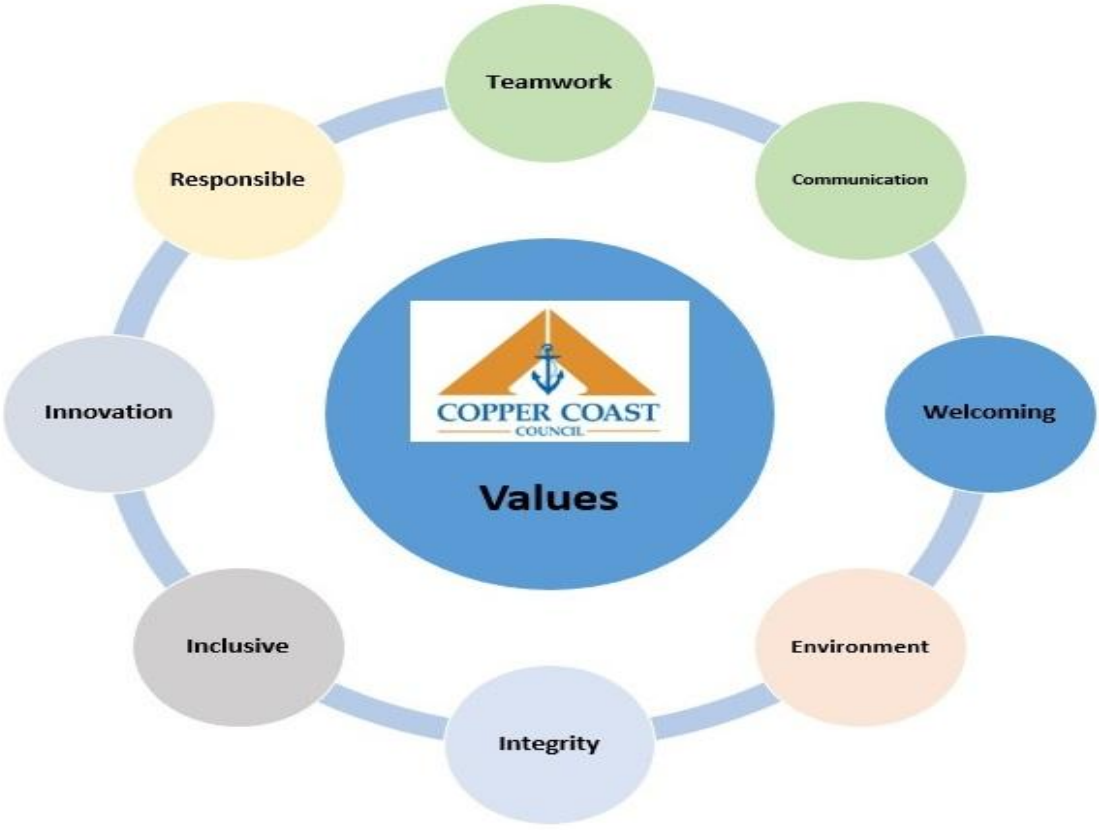
About working with Copper Coast Council

Inspired by lifestyle. Driven by possibility.

Located at the top of the Yorke Peninsula, the Copper Coast is a thriving regional centre, home to around 15,000 residents and attracts 500,000 visitors each year. From its stunning coastal and agricultural landscapes to its vibrant communities, the Copper Coast embodies a unique blend of lifestyle, heritage, culture and prosperity.

We are an equal opportunity employer committed to providing a safe working environment that embraces and values equity, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.



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Role Purpose and Objectives

The Infrastructure Services Department is responsible for maintaining numerous formed and unformed assets and providing many services across a broad range of areas within Council's overall operations. The position of Community & Open Spaces Operator is part of a team responsible for the day-to-day operations required to maintain a broad and diverse portfolio of these assets. Working under the direction of the two Team Leaders Community and Open Spaces the incumbent will be required to have diversity and flexibility to operate between all maintenance requirements within playgrounds, parks, reserves, town maintenance, events, depots and associated tasks.

Organisational Relationships

Reports to: Team Leaders Community & Open Spaces

Internal Liaisons: All Council staff

External Liaisons: Ratepayers, contractors, visitors, residents and general public

Key Responsibilities and Functions

- Deal promptly, empathetically and efficiently with customers to meet their needs, adhering to the Customer Service Charter.
- Weed control, planting, pruning and vegetation removal, irrigation and mowing of Council's Community and Open Spaces.
- Complete routine inspections of Community and Open Spaces and Playgrounds.
- Ensure the Kadina, Moonta and Wallaroo depots are kept clean and tidy.
- Inspect and maintain footpaths, roads, cemeteries, signage, banner poles, swimming enclosures and jetties, public conveniences, aerodromes, fire prevention and town streets.
- Record, repair and report vandalism, incidents and hazards and carry out routine maintenance as required.
- Provide support for community events, which may require work outside of standard hours.
- Provide support for Council's after-hours emergency service.
- Provide a timely attendance to vandalism, including but not limited to graffiti.
- Ensure that all vehicles and equipment used is in accordance with best practice and Council policy.
- Assist with the Adopt a Tree and annual plant give away to the community and an adequate range and supply of plants are available.
- Ensure correct recording for all labour, equipment and materials.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

Key Selection Criteria

Qualifications and experience

- Qualification in Horticulture and/or Civil Construction
- Sound knowledge of best practice in performing maintenance on community-based assets including but not restricted to parks, gardens, reserves, cemeteries, depots and Council grounds.
- Sound knowledge of best practice in performing maintenance on community-based assets including but not restricted to storm water, footpaths, roads, cemeteries, signage, banner poles, swimming

enclosures/jetties, buildings, town hall clocks, depots, public conveniences and general street cleanliness (town centres).
- Excellent written and oral communication skills.
- Basic understanding of computer operations.
- Experience operating small and large mechanical equipment including but not limited to line trimmers, lawn mowers (push and ride-on), blower vacs and chain saws.
- Sound knowledge of the safe use of weedicides and other associated chemicals.
- Operational experience in the safe and effective operation of a grader, loader, backhoe and skid steer.

Licenses & mandatory requirements

- Current South Australian Driver's License
- Permanent residency or current approved Australian visa
- Licences or certificates of competency for the use of grader, loader, backhoe and/or skid steer

Training

- Attend training courses including compulsory training with a registered training provider
- Attendance at conferences, seminars, workshops and other training activities as appropriate to maintain an awareness of trends and issues and keep up to date with changes in legislation which may impact on Council

Extent of Authority, Accountability & Responsibilities

Extent of Authority

- Exercise initiative and judgement in applying established procedures governed by clear objectives and/or budget constraints.
- Utilise discretion and judgment, to maintain confidentiality in all dealings with customers and members of the public.

Accountability

- Maintain/update all relevant information within agreed timeframes.
- Demonstrate behaviour consistent with our organisation's values.
- Ensure that all vehicles and equipment used in your work are maintained in accordance with Council Policy.

Quality & Continuous Improvement

- Maintain licences and trade qualifications to meet the requirements of the position and the organisation.

Performance Standards & Personal Skills

Performance Standards

- All community and open space projects are completed within agreed timeframes to a high standard with a high level of attention to detail.

Personal Skills

- Ability to liaise with and co-ordinate with multi-disciplined teams to achieve outcomes within agreed time frames
- Demonstrated interpersonal skills in presenting an enthusiastic, courteous and approachable manner to other staff and customers at all times.
- Ability to discuss problems and to deal calmly with agitated customers.
- Demonstrated ability to use initiative in dealing with multiple/conflicting demands under supervision.
- Excellent communication, presentation, negotiation and liaison skills.

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Work, Health and Safety

Assist in the provision of a safe working environment for all employees of Council in accordance with the Work Health & Safety Act 2012 by:

- Performing duties, in accordance with the Regulations', Council's Codes of Practice, Policies and Procedures.
- Participate in safety training in consultation with the Work, Health, Safety & Risk Coordinator.
- Assist with regular audits of work procedures, equipment and workplaces.
- Monitor occupational health and safety within the area of responsibility.

As a matter of personal interest, and as a legal obligation, all employees have the responsibility of ensuring nothing is done to make health and safety provisions less effective. In particular, each employee shall:

- take reasonable care to protect their own health and safety at work.
- take reasonable care to ensure that their acts or omissions do not adversely affect the health and safety of other persons.
- ensure that correct use is made of all equipment provided for health and safety purposes.
- comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their safety at work or the safety of any other person at work.
- report all accidents, or near misses, to their supervisor, and report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimize any hazards of which they are aware regarding working conditions/methods.
- be encouraged to participate in the election of Work, Health, Safety Representatives.
- participate in the RTW process if injured at work as set out in the Return to Work Act 2014.
- keep their work area tidy; and
- ensure the appropriate protective clothing (PPE) is worn at all times and is suitable for the duties being undertaken.

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Agreement

I hereby agree to the terms and conditions of this Position Description.

Incumbent: _____
(Print)

Signature: _____Date: _____

Managers/Director: _____
(Print)

Signature: _____Date: _____

CEO: _____
(Print)

Signature: _____Date: _____