

Position Description

Civic Centre Groundskeeper



Town of Cottesloe

Title: Civic Centre Groundskeeper

Level: TOC Level 5

Directorate: Engineering Services

Department: Parks and Operations

1. Position Objectives

1.1 Maintains and improves the Civic centre grounds, under limited supervision, so as to keep the grounds to a high standard of presentation.

2. Key Responsibilities

2.1 Duties

- Carry out general maintenance of Civic Centre grounds, ensuring lawns, garden beds, shrubs, trees, paths, stairs, driveways, and building surrounds are kept to a high standard of presentation;
- Maintain all garden beds and lawn areas, including road verges, through mowing, edging, watering, fertilising, and clearing litter and debris;
- Prune shrubs, hedges, and trees to maintain safe, healthy, and visually appealing growth;
- Monitor the automatic reticulation system to ensure effective watering and report faults promptly;
- Undertake day-to-day maintenance of tools, equipment, and plant, reporting defects for repair;
- Make operational decisions within authority to ensure works are completed efficiently, liaising with other staff as needed; and
- Perform other duties as directed by the Coordinator of Building and Conservation Projects.

2.2 Personal Accountability

- Work effectively with limited supervision, prioritising tasks and meeting deadlines; and
- Collaborate professionally with internal and external stakeholders.

2.3 Workplace Health and Safety

- Promote and maintain a safe and inclusive work environment;
- Apply Town policies on Workplace Health and Safety and Equal Employment Opportunity; and
- Report unsafe conditions and incidents in a timely manner.

3. Selection Criteria

3.1 Essential

- Good working knowledge/experience in grounds maintenance;

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- Excellent organisation and time management capabilities;
- Ability to build and maintain effective relationships;
- Demonstrated commitment to Workplace Health and Safety requirements; and
- Operating experience with a wide range of horticultural plant, tools and equipment.

3.2 Desirable

- Certificate IV in Horticulture;
- Reticulation maintenance experience;
- Current first aid certificate; and
- Have, or be prepared to achieve a Safe Chemical Application and Handling Certificate/Accreditation.

3.3 Additional Requirements

- Current (minimum) "C" Class Licence (MR Preferred);
- Current Australian Working Rights;
- Willingness to under-go a Pre-Employment Medical (as required);
- Current National Police Clearance (or ability to obtain); and
- Have, or be prepared to achieve a Chainsaw Operation Competency Certificate.

4. Organisational Relationships

4.1 Responsible to:

- Coordinator of Building and Conservation Projects.

4.2 Key Stakeholders:

- **Internal:**
 - Manager of Parks and Operations;
 - Events Coordinator;
 - All Staff; and
 - Elected Members.
- **External:**
 - Town Residents; and
 - General Public.

5. Extent of Authority

This position operates with a degree of autonomy as follows, under general direction of the Director Engineering Services, within the statutory obligations of all relevant legislation, and Council established policies and procedures. This position is required to exercise initiative, judgment and make decisions within established procedures and guidelines.

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6. Employment Conditions

- *Town of Cottesloe Industrial Agreement 2024; and*
- *Town of Cottesloe Code of Conduct.*

Prepared by: Manager People and Culture
Director: Director, Engineer Services
Date prepared: 18 September 2025
Date last reviewed: 18 September 2025

Approved by Chief Executive Officer:  _____

Signed by Employee: _____ Date: _____

Signed by Manager: _____ Date: _____