



POSITION TITLE	Sports Ovals Trade Assistant
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2024 to 2027 Band 3
DIRECTORATE	Infrastructure and Development
BUSINESS UNIT	City Services
REPORTS TO	Parks Coordinator
SUPERVISES	Nil
EMPLOYMENT STATUS	Full Time
DATE	
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council's vision is to be a vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership. This vision underpins our mission to deliver efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management and creating opportunities that enhance wellbeing, environmental sustainability and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and more than 300 staff who work collaboratively to deliver a broad range of services that meet the evolving needs of our community.

The City Services business unit is responsible for maintaining and enhancing Council's parks, sporting facilities, open spaces, streetscapes and community assets. Through the delivery of horticultural, landscape and recreational asset maintenance services, the team supports safe, accessible and attractive public spaces that



Trust



Respect



Integrity



Learning

Vision: A vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership.

Mission: Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

promote community participation, environmental stewardship and civic pride.

The Sports Ovals Trade Assistant contributes to the maintenance, presentation and operational performance of sporting grounds and public open spaces across Wodonga. By undertaking sports turf, irrigation, horticultural and maintenance activities, the position supports quality recreational facilities that encourage community participation, support organised sport and ensure public assets remain safe, functional and well presented.

POSITION OBJECTIVES

The Sports Ovals Trade Assistant contributes to the delivery of quality sports turf, horticultural and open space maintenance services across Council's sporting grounds, reserves and public assets. Working under general supervision, the position undertakes sports turf, irrigation, horticultural and maintenance activities, operates plant and equipment, and assists with the upkeep of recreational facilities. The role contributes to safe, attractive and functional community spaces, supports positive customer experiences and assists Council to achieve its service delivery, asset maintenance and public amenity objectives.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- **Sports Turf Maintenance**
Maintains sports grounds, turf surfaces and associated recreational areas through mowing, spraying, turf renovation and horticultural activities to support high-quality playing surfaces, asset longevity and safe community use.
- **Irrigation and Turf Infrastructure**
Supports the installation, maintenance and repair of irrigation systems and associated turf infrastructure to promote efficient water use, maintain healthy turf conditions and achieve agreed service standards.
- **Open Space and Landscape Maintenance**
Undertakes horticultural, landscaping and maintenance activities across parks, gardens, reserves, playgrounds and other public spaces to enhance presentation, functionality and community amenity outcomes.
- **Chemical Application and Environmental Management**
Applies herbicides, pesticides, fungicides and related products in accordance with legislative requirements and Council procedures to support plant health, pest control, environmental outcomes and public safety.
- **Plant and Equipment Operation**
Operates and maintains vehicles, plant, machinery and specialised turf equipment in a safe and effective manner to support efficient service delivery, minimise downtime and protect Council assets.
- **Safety, Risk and Compliance**
Contributes to a safe workplace by identifying hazards, complying with safe work practices, participating in risk management activities and supporting traffic management and job safety requirements.
- **Team and Service Delivery Support**
Works collaboratively with colleagues across City Services to support operational programs, maintenance schedules and customer service requests, ensuring services are delivered efficiently and within required timeframes.
- **Records and Continuous Improvement**
Maintains accurate records, timesheets, maintenance documentation and operational information to support accountability, compliance, service planning and continuous improvement of maintenance practices.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

Trust	Talk straight – Say what you mean and mean what you say Create transparency – Do not withhold information unnecessarily or inappropriately Right wrongs Practice accountability – Take responsibility for results without excuses Extend trust – Show a willingness to trust others, even when it involves a measure of risk
Respect	Treat other people with courtesy, politeness and kindness, no matter what their position or opinion Listen first – Seek to understand others before trying to diagnose, influence or prescribe
Integrity	Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values Keep confidences Do what you say you will do to the best of your ability Be open about mistakes Speak of those that are absent only in a positive way
Learning	Work together and learn from each other Continuously improve and innovate Be open to change There is a high degree of responsibility for results – delivery without excuses

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

- Exercise judgement in selecting appropriate equipment, methods and maintenance techniques for routine turf, horticultural and open space activities in accordance with established procedures and service standards.
- Identify operational issues, hazards and maintenance requirements, taking appropriate action within established guidelines and referring non-routine matters to the Parks Coordinator when required.
- Prioritise daily tasks and resources within allocated work programs to support the timely completion of maintenance activities and customer requests.
- Apply Council policies, safety procedures and legislative requirements when undertaking operational activities involving plant, chemicals, traffic management and public spaces.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated knowledge of sports turf maintenance, horticultural practices and open space maintenance principles applicable to public recreation and sporting facilities.
- Ability to safely operate tractors, ride-on mowers, turf maintenance equipment and associated plant used in the delivery of parks and sports ground maintenance services.
- Knowledge of irrigation systems, chemical application practices and relevant legislative requirements associated with the use of herbicides, pesticides and fertilisers.
- Ability to apply Council procedures, maintenance standards and safe work practices to achieve quality outcomes and maintain compliance requirements.

MANAGEMENT SKILLS

- Ability to organise and prioritise allocated work activities to meet maintenance schedules, service requirements and agreed timeframes.
- Ability to work effectively within allocated work programs and established procedures while remaining accountable for the quality and timely completion of assigned work.
- Ability to assist with organising daily work activities and identify practical improvements to maintenance practices, safety and service delivery.
- Commitment to workplace health, safety and risk management responsibilities, including identifying and reporting hazards, incidents and operational concerns.

INTERPERSONAL SKILLS

- Ability to work cooperatively within a team and contribute positively to the achievement of City Services objectives.
- Effective verbal communication skills, including the ability to provide routine information and respond professionally to customers, community members and colleagues.
- Ability to maintain constructive working relationships with internal and external stakeholders while demonstrating professionalism, respect and integrity.
- Effective written communication skills to accurately document maintenance activities, operational information and workplace records.

INFORMATION TECHNOLOGY SKILLS

- Ability to use mobile devices, tablets and Council business systems to record operational activities, maintenance information and service delivery outcomes.
- Ability to utilise Council record management and operational systems to support compliance, reporting and efficient service delivery.
- Demonstrated capability to learn and effectively use new technologies, applications and equipment relevant to the position.

CUSTOMER SERVICE SKILLS

- Provide responsive, courteous and professional service to community members, sporting user groups and internal stakeholders.
- Assist customers by providing accurate information and responding to enquiries in a timely and respectful manner.

- Contribute to positive customer experiences through reliable service delivery, effective communication and a commitment to Council's service standards.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situations which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated experience in the maintenance and operation of tractors and agricultural/ horticultural implements, including front end loader operation.
- Certificate II in Sports Turf Management or relevant experience.
- Demonstrated experience in the maintenance and operation of tools and equipment used in the maintenance of public open space.
- Demonstrated experience in a broad range of general gardening / handyperson tasks/activities.
- Experience in operating a ride on mower.
- Experience in operating a kanga /dingo loader or similar.
- Chainsaw operating certificate Level 1 (*desired but not essential*)
- Gain and maintain a Forklift Licence (*desired but not essential*)

LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence
- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)
- Current medium rigid driver's licence.
- OH&S General Induction for the construction Industry.
- Pre-employment Functional Assessment
- Farm chemical users' certificate.

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Demonstrated experience in sports turf, horticultural, irrigation or open space maintenance activities, including the operation of relevant plant, machinery and equipment.
2. Practical knowledge of turf management, chemical application, safe work practices and maintenance techniques relevant to sporting grounds and public open spaces.
3. Ability to organise and complete allocated work activities efficiently while maintaining service standards, safety requirements and attention to detail.
4. Well-developed communication and teamwork skills, including the ability to work cooperatively with colleagues and interact professionally with customers and community members.
5. Demonstrated commitment to workplace safety, risk management and continuous improvement, with the ability to identify hazards and contribute to safe and effective work practices.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.	PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.	MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.	SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.

Customer Service and Communication

Demonstrates commitment to a high standard of service to customers and the community.	• Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow
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Build and Enhance Relationships

Works co-operatively and effectively with others.	• Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required
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Plan, Organise, Deliver

Organises and prioritises own work to meet work commitments.	• Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude
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Future Focus	
Looks for improvements and is adaptable to change.	• Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required
People Development	
Welcomes opportunities for learning and self-development.	• Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements
Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	• Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care
Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	• Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Lawn maintenance	Maintaining lawns including cutting and edging	• Safely operate and maintain edger, including changing blades, spark plug, air filter • Safely enter / exit and operate tractor mounted / out front mower, wing mower, cylinder mower • Sitting for extended periods • Walking on uneven surfaces • Working in collaboration within a team • Operation of electronic tablet for data collection	Sitting				X
			Standing		X		
			Walking		X		
			Lifting up to 15 kgs		X		
			Carrying			X	
			Pushing			X	
			Pulling			X	
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling			X	
			Reaching			X	
			Gripping			X	
			Fine motor			X	
			Neck postures				X
			Decision making				X
			Simple problem solving				X
			Prioritisation			X	
Tree and shrub maintenance	The upkeep of existing plantings	• Safe operation of tractor and loader • Safely using rake, shovel, broom, secateurs • Walking on uneven ground • Repetitive twisting, bending, squatting, kneeling, pushing, pulling • Driving company vehicles / plant • Working in collaboration within a team • Operation of electronic tablet for data collection	Sitting			X	
			Standing				X
			Walking			X	
			Lifting up to 15kgs			X	
			Carrying			X	
			Pushing		X		
			Pulling		X		
			Climbing		X		
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling			X	
			Reaching			X	
			Gripping			X	
			Fine motor			X	

			Neck postures				X
			Decision making			X	
			Simple problem solving			X	
			Prioritisation			X	
Spraying	The management of weeds, insecticides, and fungicides	- Operating truck mounted spray units and boom sprayer - Carrying knapsack sprayer up to 20kgs - Pushing and pulling spray tank up to 50kgs - Pumping hand operated sprayer - Walking on uneven ground - Traffic control - Driving company vehicle / fleet - Working in collaboration within a team - Operation of electronic tablet for data collection	Sitting			X	
			Standing			X	
			Walking			X	
			Lifting up to 20kgs		X		
			Carrying up to 20kgs			X	
			Pushing			X	
			Pulling			X	
			Bending		X		
			Twisting			X	
			Squatting		X		
			Reaching			X	
			Fine motor			X	
			Neck postures				X
			Decision making		X		
			Problem solving		X		
			Prioritisation			X	
Irrigation	The management of water supply to garden beds and lawns	- Safely operating handsaw, grinder - Safely using shovel - Repetitive kneeling, squatting, bending - Walking on uneven ground - Traffic control - Working in collaboration within a team - Operation of electronic tablet for data collection	Sitting		X		
			Standing			X	
			Walking			X	
			Lifting up to 15 kgs		X		
			Carrying up to 15kgs		X		
			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling			X	
			Reaching			X	
			Fine motor			X	
			Neck postures				X
			Decision making			X	
			Simple problem solving			X	
			Prioritisation			X	
Hard landscaping	Installation and maintenance of bollards and park benches and tables	- Safely operating auger - Safely using wheelbarrow, crowbar, trowel - Using chemicals and oils for staining and oiling of timber - Traffic control - Working in collaboration within a team - Operation of electronic tablet for data collection	Sitting		X		
			Standing			X	
			Walking			X	
			Lifting up to 20kgs			X	
			Carrying up to 20 kgs		X		
			Pushing		X		
			Pulling		X		

			Bending			X	
			Twisting			X	
			Squatting			X	
			Kneeling			X	
			Fine motor			X	
			Neck postures				X
			Decision making			X	
			Simple problem solving			X	
			Prioritisation			X	
			Sitting		X		
Depot operations	The cleaning of shed areas- sweeping, removal of rubbish and old pallets to transfer station, sorting out signs, tidying generally	• Safely entering and exiting forklift • Safely operating a forklift • Safely using brooms, shovels, and rakes	Standing			X	
			Walking			X	
			Lifting up to 15 kgs		X		
			Carrying up to 15kgs		X		
			Pushing		X		
			Pulling		X		
			Bending		X		
			Twisting		X		
			Squatting		X		
			Kneeling		X		
			Fine motor		X		
			Neck postures				X