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# Position Description

ENVIRONMENTAL CREW MEMBER

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## POSITION OVERVIEW

The Environmental Crew Member is responsible for delivering high-quality environmental maintenance and improvement works across Alpine Shire. Working as part of a small, collaborative crew, this role contributes to the upkeep of roadsides, tracks, trails, reserves, and public spaces, ensuring safe, sustainable, and visually appealing environments for residents and visitors.

The position requires a strong commitment to teamwork, safety, environmental stewardship, and customer service.

## CLASSIFICATION AND RELATIONSHIPS

<b>Classification:</b>	Band 3 Alpine Shire Council Enterprise Agreement
<b>Reports to:</b>	Works Coordinator
<b>Supervises:</b>	Contract staff employees and or contract staff as determined by Works Coordinator

## KEY DUTIES AND RESPONSIBILITIES

### Operational Duties

- Undertake weed control activities, including roadside and track spraying in accordance with relevant legislation and best practice.
- Perform slashing, mowing, and brush cutting across roadsides, reserves, and public open spaces.
- Conduct track and trail maintenance, including cleaning vegetation, repairing surfaces, and ensuring accessibility.
- Remove and clear fallen trees and debris from footpaths, tracks and trails.
- Assist with gardening and landscaping duties including planning, mulching, pruning, and general amenity maintenance.
- Carry out general environmental and outdoor maintenance tasks as required.

### Traffic and Event Support

- Implement traffic management plans for worksites in accordance with regulation and safety standards.
- Assist with traffic control during maintenance works and community events.
- Provide event support including set up, pack-down, and on-ground assistance as required.

### Plant & Equipment Operation

- Safely operate and maintain plant and equipment relevant to the role (e.g. mowers, brush cutters, spray units).
- Undertake occasional heavy vehicle operation to support Civil and Open Spaces crews during periods of high demand or leave coverage.
- Conduct routine inspections and basis maintenance of tools and equipment.

## **Teamwork & Collaboration**

- Ability to collaborate effectively with others and supports team goals to contribute towards a positive team culture.
- Work effectively within a crew of three, contributing to a positive, respectful and productive team environment.
- Support colleagues across teams, including Civil and Open Spaces as required.
- Participate in daily briefings, toolbox meetings and continuous improvement initiatives.

## **Customer Service**

- Display a punctual, reliable and positive approach to work.
- Interact professionally and courteously with members of the public.
- Respond to community enquiries in a helpful and informative manner.
- Represent Council positively while working in public spaces.

## **Safety & Compliance**

- Adhere to all Occupational Health and Safety (OHS) policies and procedures.
- Identify and report hazards, incidents and near misses.
- Ensure all work is carried out in compliance with environmental regulations and Council standards.
- Prioritises safety in all tasks.
- Can identify and mitigate risks proactively.

## **Continuous improvement**

- Identify any ineffective and inefficient processes, methods and use of resources and make suggested improvements to his/her supervisor.

## **Emergency management**

- You may be asked to assist Council in dealing with an emergency which affects the operation of Council and/or the wellbeing of the community in consultation with your supervisor.

## **Other duties**

- Promote Council and its activities regularly, proactively and positively.
- In addition to these responsibilities described in this document, all employees must comply with the Alpine Shire Code of Conduct and Corporate Policies.
- From time-to-time employees may be required to undertake duties in addition to those above, but which fall within the employee's capabilities, experience, skills, competence or training.

## **Judgement and decision making**

- Guidance is always available from immediate supervisor or manager
- Ability to follow procedures

## **Accountability and management skills**

- Takes responsibility for own work and contributes to team outcomes.
- Demonstrates reliability and strong work ethic.
- Ability to work effectively with minimal supervision
- Ability to manage your time and plan your day
- Ability to train other staff in areas outlined in this position description as required

## **Interpersonal skills**

- Well-developed oral and written communication skills with customers, other employees and members of the public
- Display a punctual, reliable and positive approach to work
- Ability to project a positive image in always communicating with both internal and external customers

## EXPERTISE

### **Key Selection Criteria**

#### **Essential**

- Demonstrated experience in environmental maintenance, landscaping or similar outdoor work.
- Experience in operating small plant and equipment such as mowers, brush cutters, and spray units.
- Know or weed identification and control methods.
- Ability to work effectively in a small team environment.
- Strong commitment to workplace safety and safe work practices.
- Good communication and customer service skills.
- Current driver's license (minimum HR or willingness to obtain).
- Working with Children Check

#### **Desirable**

- Chemical User Permit (ACUP) or equivalent.
- Traffic Management certification.
- Experience in track and trail maintenance.
- Experience operating heavy vehicles and machinery
- First Aid certification.

## HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person
- Seek assistance when unsure of how to perform a task

- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives
- Regularly inspect your work environment for hazards
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return-to-work plan for any injured worker when returning to work
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council

## PHYSICAL REQUIREMENTS

Daily work will be performed in an outdoor environment, as such:

- You will be exposed to those conditions normally encountered with an outdoor environment
- Physical fitness to undertake manual labour tasks.
- Flexibility and willingness to assist other teams and undertake varied duties as required.
- Occasional after-hours or weekend work for events in response to an emergency.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood
- The work environment may include uneven surfaces and up and down stairs