CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Leading Hand- Weed Control

Classification: General Service Officer 7 (GSO7)

Position number: P62284

Division: City Services

Business unit: Place Management

Location: Various

Reports to: Amenity Weed Control Coordinator

Date last reviewed: 04/09/2026

Positon requirements: White card, Asbestos Awareness Card, Silica Awareness, C class drivers' licence, AQF-3 Chemical Accreditation, Temporary Traffic Management accreditation - RIISS00055.

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

City Services Division

City Services (CS) delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, managing our roads, footpaths and cycle paths. City Services also maintain many of Canberra's lakes, ponds, public open spaces, city places and urban trees. The Division also manages ACT NoWaste.

BUSINESS UNIT OVERVIEW

Place Management, a business unit within City Services, is responsible for the management of urban parks and the public domain, including, lakes, shopping centres, playgrounds, public open space and city places. It maintains the look of the city and its environs and promotes recreational use of our urban parks and public places through sustainable land management

POSITION PURPOSE

The General Services Grade 7 positions within Place Management are responsible for leading a team engaged in weed control services and the maintenance of urban open space areas.

Day to day activities of this position include planning, programming and undertaking amenity weed control work per the amenity weed control guidelines. The role will oversee the field operations, ensuring WHS requirements are met, including risk assessments and implementation of temporary traffic management measures.

This role will deliver the annual amenity weed control program and will ensure that daily critical tasks are completed. There is also a requirement for this position to create reports against milestones for the program and ensure quality of delivered services. You will be required to allocate appropriate resources to tasks.

DUTIES / RESPONSIBILITIES

- Lead a team of staff in the delivery of weed control activities within program timelines to deliver high quality customer services to the Canberra community.
- Oversee the day-to-day operation of machinery and equipment, including pre-start checks and basic maintenance, as well as manage chemical stores.
- Coordinate the maintenance and repair of spray vehicles, spray units, equipment and power tools to ensure operational readiness and regulatory compliance.

- Plan and deliver day-to-day work programs in accordance with City Presentation Amenity Weed Control Guidelines, standard operating procedures and other relevant requirements, ensuring work is completed safely, efficiently and to the required standard.
- Work in a safe manner, identifying and addressing risks in accordance with safe work practices, legislation, standard operating procedures and temporary traffic management requirements. Assist in staff training, including induction training for new and temporary staff, and conduct toolbox meetings while providing effective on-ground supervision.
- Work in partnership with the spray program coordinator, regional managers, supervisors, direct reports and the public to deliver effective services to the ACT community.
- Effectively use email, Objective ®, EcoPortal®, ArcGIS® (Survey123 and Field Maps) and Chemwatch® systems to maintain accurate records, prepare basic reports and support operational activities. Utilise mobile devices and digital platforms to efficiently manage daily tasks and record keeping.
- Develop and maintain a positive, respectful work culture that ensures equity and inclusion for all employees.
- Follow WHS requirements, environmental safety standards and CED incident escalation procedures, taking reasonable care for your own safety and the safety of others while effectively implementing the CED WHS Management System.
- This position does involve direct supervision staff.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Extensive practical experience in horticulture maintenance, particularly in the maintenance of parks and gardens, specialising in weed control requirements including the operation of equipment used in this type of work.

2. A demonstrated ability provide leadership to a team of industrial staff to deliver annual and daily work programs in accordance with seasonal weed control programs.

3. Practical experience in reading, understanding and extracting safety and chemical use information from chemical labels and Material Safety Data Sheets and the ability to Mix, Measure and Calibrate chemicals.

4. A strong commitment to workplace health and safety and a sound understanding of the industrial work environment including the use of standard operating procedures and temporary traffic management procedures and the ability to conduct risk assessments and take action to mitigate risk.

5. Sound communication skills including the ability to use email, mobile devices, software applications and prepare basic reports and the proven ability to collaborate, communicate and negotiate effectively with team members, management and customers.

6. Demonstrated understanding and commitment to the CED values and code of conduct, workplace respect, equity and diversity framework, workplace health and safety best practice.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Workplace Health and Safety Induction (White Card)
- Competent in mobile software applications
- Current C class drivers' licence is essential, Medium rigid is desirable.
- Silica Awareness Card
- Asbestos Awareness Card
- RIISS00055 - Traffic Management Implementer qualifications or a willingness to obtain.
- AQF-3 Chemical accreditation course (Chemcert III) required, with AQF4 (Chemcert – IV) highly desirable.
- Certificate III – Horticulture/Turf/Landscaping or equivalent is desirable.
- This position does not require a Working with Vulnerable People Check.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Leading Hand- Weed Control (position number P62284) indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Never
Graphical/analytical based	Never
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation ***The position in an activity based work environment***	Occasionally

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STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Occasionally
Frequent paid overtime	Occasionally
Rostered shift work	Occasionally

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (On roads, paths or naturestrips)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally

Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	**FREQUENCY**
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently