



CITY AND ENVIRONMENT DIRECTORATE (CED) POSITION DESCRIPTION

POSITION DETAILS

Position title: Woodyard Coordinator

Location: Mitchell and Curtin Woodyards

Classification: GSO7

Reports to: Assistant Director, Projects

Position number: P60351

Date last reviewed: June 2026

Division: City Services

Position requirements: Refer to Compliance Requirements/Qualifications section below

Business unit: Urban Treescapes

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 (CS) delivers a wide range of services that Canberrans 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 maintains many of Canberra's lakes, ponds, public open spaces, city places, and urban trees. The Division also manages ACT NoWaste.

BUSINESS UNIT OVERVIEW

City Presentation, a Branch within City Services Division, is responsible for the planning and management of parks, open spaces, and the public domain including lakes, street and parkland trees, public open space, and city places. It protects the natural resources and amenity of the ACT and maintains the look of the city and its environs through its responsibilities that also include domestic animal services, city rangers, and the protection of trees on public and private land.

Urban Treescapes is responsible for the management and maintenance of more than 846,000 trees on parklands and streets throughout ACT. Canberra's urban forest comprises a diverse combination of evergreen and deciduous trees, and this diversity provides important ecological and amenity advantages. Urban Treescapes' responsibilities include the planting, watering, and follow up maintenance of newly planted trees, the maintenance of established trees, the removal of dead and dying trees, the administration of the *Urban Forest Act 2023*, the assessment of tree related claims, and the provision of technical advice on tree related matters.

POSITION PURPOSE

As Woodyard Coordinator you will be responsible for all activities at Mitchell and Curtin Woodyards. This includes responsibility for carrying out site specific risk assessments and ensuring crews work safely at these locations, managing urban wood resources, record keeping and reporting.

DUTIES / RESPONSIBILITIES

Under limited direction, the Woodyard coordinator will be responsible for leading all activities in the woodyards including:

1. Overseeing the efficient receipt, storage and allocation of urban wood resources including ensuring that work programs and projects are carried out effectively.
2. Collaborating with varied stakeholders engaged in wood re-use projects including assisting with loading mulch.
3. Contributing to the ongoing development of a wood reuse plan. Explore networking opportunities and foster internal and external relationships that will enable wood reuse opportunities.
4. Liaising with management, staff, contractors, and members of the public regarding urban wood reuse and develop and communicate specifications for identified products.
5. Ensuring all work tasks are undertaken in accordance with Workplace Health and Safety legislation (WH&S).
6. Safe operation and maintenance of plant and equipment including heavy vehicles. Adhere to relevant Safe Work Method Statements and Standard Operating Procedures, perform pre-start checks, undertaking basic machinery maintenance and take appropriate action to address workplace hazards.

7. This position may involve supervision of contractors and staff working within the woodyard with support from the Assistant Director, Projects.

SELECTION CRITERIA (CAPABILITIES)

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

1. Experience in handling landscape materials including mulch, soil, logs and rocks in bulk quantities and a basic understanding of tree species used for timber.
2. Demonstrated ability to plan and organise daily work programs and allocate resources associated with the management of the woodyard facilities as required.
3. Sound knowledge of the industrial environment and workplace safety practices including standard operating procedures, temporary traffic management procedures and undertaking site specific risk assessments.
4. Demonstrated ability to use and maintain plant and equipment including tipper trucks, front end loader, excavator and Hiab truck.
5. Demonstrated ability to effectively liaise and communicate verbally and in writing with management, staff, contractors and members of the public, and the ability to use information technology for customer relationship and asset management.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

Please refer to the recruitment advertisement for information on how to apply.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- 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.
- Chainsaw Certificate – Fell Trees Manually - basic felling/crosscut or willingness to obtain.
- Front end loader certificate or willingness to obtain.
- Ability to undertake the physical requirements of the tasks listed in the Position Description.
- Driver’s licence Class MR (Medium Rigid)

Desirable:

- Authority to implement traffic control plans (Yellow card or equivalent).
- Dogman certification

This position requires a Working with Vulnerable People check and a pre-employment medical may be required. Background / Security clearance checks will also be conducted.

The position requires a willingness to wear a uniform and work anywhere in the ACT as required.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Woodyard Coordinator, Urban Treescapes (position number P60351) and 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/Mobile Phone use	Occasionally
General computer use/in field technology	Occasionally
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Possibly
Standing for long periods	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Frequently
Requirement to work overtime	Occasionally
Rostered shift work	Never

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

PHYSICAL DEMANDS	FREQUENCY
Distance walking (on roads, paths, or nature strips)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently

Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
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	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Exposure to silica (either with asbestos or under asbestos)	Occasionally
Operation of heavy machinery e.g., forklift	Frequently
Confined spaces	Never
Excessive noise	Frequently
Low lighting	Occasionally
Handling of dangerous goods/equipment	Frequently
Working with asbestos	Possibly
Potential to encounter agitated customers	Frequently
Exposure to potentially distressing case material or work sites	Occasionally

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