

Position Title	Leading Hand – Mowing, Ovals and Parks Maintenance
Classification	Municipal Employee (ME) 7 ASTC EA
Position Number	P3046 / P3047
Responsible To	Supervisor Parks & Gardens
Position Status	Permanent, full-time
Position Description Approved:	 Date: 14/10/2025

Primary Objective

Working as part of ASTC's Landscape Maintenance Team, the Leading Hand – Mowing, Ovals & Parks Maintenance coordinates and undertakes a wide range of horticultural, turf, and grounds maintenance activities across ASTC's ovals, parks, reserves, drains, verges, and laneways.

The role provides day-to-day leadership, guidance, and mentoring to team members, ensures safe and efficient work practices, and contributes to work planning and quality standards. The Leading Hand is expected to model Council values, promote teamwork, and demonstrate cultural awareness, including the ability to work effectively in a multicultural environment.

Key Responsibilities

- Lead and coordinate a small team undertaking mowing, turf management, weed/pest control, pruning, edging, and general grounds maintenance.
- Allocate daily tasks, monitor performance and provide on-the-job training, support, and mentoring.
- Safely operate, maintain, and oversee the use of horticultural machinery and plant (e.g. tractors, ride-on mowers, whipper-snippers, trailers, spray units).
- Ensure compliance with WHS requirements, including conducting pre-start checks, risk assessments, and incident reporting.
- Keep accurate daily records, including completion of work schedules, chemical use, timesheets, and maintenance logs.
- Identify and recommend improvements in work practices, materials, and equipment to achieve efficiencies.
- Communicate effectively with the public and Council employees, resolving routine issues in a professional manner and escalating where appropriate.
- Support the Supervisor in planning and monitoring seasonal programs, special projects, and event preparation.
- Work unsupervised and follow instructions.
- Work safely as part of a team following Council policies and procedures.

- Maintain own health and safety and that of other people in the workplace or those who may be affected by the work being carried out.
- Contribute to a respectful and inclusive workplace, demonstrating awareness of local Aboriginal culture and working effectively across diverse cultural backgrounds.
- Perform other duties within the scope of this classification and capabilities as directed.

Qualifications & Experience

- Current Northern Territory Light Rigid (LR) Class driver's licence.
- Ability to obtain and maintain relevant licences, certifications, and clearances as required (e.g. WHS, plant operation, traffic management).
- Current National Criminal History Check (less than 6 months old).
- May be required to undergo a pre-employment capacity assessment and drug screen to determine capacity to fulfil inherent requirements of the role.

Special Requirements

- This position may be required to work weekends, evenings, or during special events. Overtime or penalty rates apply as per the ASTC Enterprise Agreement 2022.
- Willingness to undertake further training as required.

Selection Criteria

Essential

1. Demonstrated skills and experience in a wide range of horticultural and turf management activities (mowing, fertilising, pruning, weed/pest management).
2. Proven ability to lead, supervise, and mentor a small work team, including task allocation and training.
3. Ability to plan, prioritise, and monitor daily work schedules to meet operational requirements.
4. Competence in the safe operation and basic maintenance of horticultural machinery, plant, and equipment.
5. Knowledge of WHS obligations, including risk management, chemical handling, and incident reporting.
6. Good communication and recordkeeping skills, with the ability to interact effectively with staff, supervisors, and members of the public.
7. Ability to work effectively in a multicultural environment and contribute to a respectful workplace.

Desirable

1. Certificate III or higher in Horticulture, Turf Management, or related field.
2. Current Northern Territory Medium Rigid (MR) Class driver's licence.
3. NT Work Zone Traffic Management accreditation.

4. Current ChemCert/SmartTrain certification.
 5. Previous experience as a Leading Hand or equivalent in grounds or open space maintenance.
 6. Demonstrated understanding of local Aboriginal culture and the ability to work respectfully with Aboriginal people.
 7. Experience working for Local Government.
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ACKNOWLEDGEMENT

I have read this position description and understand the requirements of the role.

Team Member Name: ____::FIRSTNAME ::LASTNAME::_____

Signature: ____::SIGNATURE::_____ Date: _____