

POSITION DESCRIPTION

Team Leader Environmental Operative
(POS2811)

Directorate:	Operations	Department:	Environment - Environmental Operations
Position Grade:	10	Reports to:	Coordinator Environmental Operations
Last review:	January 2026	Next review:	January 2028
		Version No.:	1.0

Position purpose:

Assisting coordinator and project officers in delivery of Environmental Operations activities by leading the Environmental Operations operatives team to carry out works in natural areas relating to the reactive and ongoing maintenance of various vegetation communities, water ways, water urban sensitive design, fire mitigation and Biosecurity and ensure cost effective and quality works in accordance with industry best practice.

Key accountabilities/responsibilities:

- 1) Schedule and prioritising works on site and leading the team in the execution of their duties ensuring that all works are carried out in line with Industry standards, within specified time, and in a professional and safe manner
- 2) Utilising effective supervisory skills to motivate and maximise the output of all team members
- 3) Carrying out all works as directed by the Coordinator Environmental Operations in an effective and efficient manner including but not be limited to:
 - a. Planting when required
 - b. Weed removal and control through various methods (Manual, Mechanical, Chemical and Biological)
 - c. Herbicide application
 - d. Reporting and/or removal of rubbish in natural areas and (Including Trolleys, general waste and litter)
 - e. Removal and disposal of waste off site (including solid waste and green waste)
 - f. Seed collection (when required)
 - g. Support Project officers in their tasks (water testing, priority weed control, pest management, fire mitigation but not limited to these tasks)
 - h. Use of relevant plant and equipment to undertake works in safe and effective manner
 - i. Installation of compliance and information signage
 - j. Pre and post fire management and mitigation work
 - k. Maintenance of rain gardens and vegetated drainage channels including weed control, brush cutting, slashing, mowing, rubbish removal and landscaping / stabilisation / revegetation.
 - l. Watering (when required) Mulching (when required)
 - m. Erosion and sediment control implementation (when required)
 - n. Respond and mitigating pollution events that impact on natural areas
- 4) Implementing effective record management in relation to on-ground works this includes but is not limited to:
 - a. Documenting of on-ground works, daily activities, chemical recording, site information and data collection KPI reporting and budgeting requirements.
 - b. Data input onto spread sheets or other council systems.
 - c. Archiving information and photos as required.
- 5) Completing on-ground activities in conjunction with other contractors on site
- 6) Ensure regular audit and maintenance of plant and equipment and reporting any damaged, lost or stolen items.
- 7) Effectively encourage, promote and enforce safe work practices within the workforce and maintain safe work sites in line with Council's Work, Health and Safety requirements and with regard to the provision of Council's safety code.

Decisions made in the position:

- 1) Assign adequate staff and resources to complete identified tasks.
- 2) Undertake all work allocated by the Coordinator Environmental Operations in a safe, efficient and effective manner, using appropriate bush regeneration and maintenance techniques.
- 3) Ensure all plant, vehicles and materials under their control are used properly on the job.

Decisions referred:

- 1) Any decision that is outside of the scope of the employee's work.
- 2) Recommendations to the Coordinator Environmental Operations about site management and methods of work/machinery that may benefit the program.
- 3) Staff leave requests

Key issues/challenges:

- 1) Participating as an effective member of the bush regeneration team and where appropriate provide leadership and supervision.
- 2) Demonstrated written and oral communication skills
- 3) Ability to complete tasks within allocated timeframes and budget
- 4) Understanding, establishing and assisting with the delivery of key priorities in the context of the team outcomes
- 5) setting priorities for the team on site
- 6) Being flexible and able to adapt to and accommodate changes to work priorities
- 7) Contributing to the development of a team approach to the delivery of Council services

Key working relationships:

- Operations coordinators and teams
- Management and other Council staff
- Members of the public
- Contractors

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Conservation & Ecosystem Management Certificate III or equivalent
- Class MR (Medium Rigid) Drivers Licence (or willingness to obtain)
- Accreditation and experience in chemical application, handling and storage, equivalent to AQF Level 3

Experience

- Experience in bush regeneration
- Moderate years of demonstrated experience in supervising, leading and motivating a team as well as supervising volunteers and community groups.
- Experience in coordinating ecological restoration programs and site monitoring.
- Experience in the use of computers including programs Microsoft Word and Excel
- Experience in keeping accurate records.
- Ability to work as a member of a team and independently
- Experience in native plant identification in particular plants of vegetation communities occurring Western Sydney
- Experience in identifying weed species and their treatment by industry standard techniques
- Fire mitigation experience
- Water Urban Sensitive Design maintenance (willing to learn)

Knowledge and Skills

- Knowledge of Work, Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Ability to provide technical and practical input into tender preparation as required.
- Demonstrated written and oral communication skills.
- Ability to assess situations, take appropriate action and escalate as required

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Current First Aid Certificate\
- Knowledge in water urban sensitive design
- Boat Operation
- Chemical emergency response
- Fire Management (including pre/post works)
- Horticultural Certificate or equivalent
- Chainsaw certificate or willingness to obtain this certificate

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous