

POSITION TITLE:	WEEDS INSPECTOR / VEGETATION CONTROL
SECTION	PARKS AND GARDENS
DIRECTORATE:	INFRASTRUCTURE AND OPERATIONS

1. REMUNERATION

Grade 9 of the Griffith City Council Salary System

2. REPORTING STRUCTURE

- a) **Directly responsible to:**
Parks & Gardens Manager
- b) **Positions directly reporting to this position:**
None

3. PURPOSE

To undertake the control of Weeds of National Significance (WoNS) and vegetation across the Local Control Area and attend to the safe use and maintenance of chemicals, plant and materials to achieve successful results

4. RELATIONSHIPS

The following are examples of relationships that it is anticipated the position will have:

Internal

- Biosecurity Officer - Weeds
- Other Council departments

External

- Contractors
- Department Of Primary Industries
- Murrumbidgee Irrigation
- Private Landholders
- Local Land Services Department



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5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Policies and Procedures	• Comply with Local Government (State) Award • Comply with Council's Code of Conduct, Policies and Procedures at all times • Maintain organisational confidentiality • Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position
Customer and Community Relations	• Ensure an efficient, courteous and professional service to internal and external customers at all times • Present a positive image of Council at all times
Work, Health and Safety	• Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation • Report all incidents, hazards and risks to the immediate supervisor • Maintain and use personal protective and safety equipment as applicable to the role • Actively participate in Work, Health and Safety activities
Teamwork	• Actively participate as a member of the relevant Council section and department • Promote and maintain harmonious relationships in the workplace
Yes We Can	• Demonstrate a positive, solution-focused mindset by approaching challenges with confidence, identifying practical solutions, and working collaboratively to achieve outcomes • Act in accordance with Council's values through respectful interactions, effective communication, team work and a proactive approach to achieving positive outcomes
Record Keeping	• Ensure accurate and timely record keeping in accordance with Council's requirements
Training and Development	• Actively participate in Council's training and development programs as required
Continuous Improvement and Innovation	• Promote the development of more efficient work practices
Environment	• Consider the protection of the environment when undertaking all Council activities • Consider the protection of the environment in decision making and in the undertaking of all Council activities
General	• Perform other duties as required consistent with the level of competencies of the position • Ensure efficient and appropriate use of Council resources when carrying out work • Accomplish tasks while working under limited / minimum supervision



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6. PRINCIPAL ACCOUNTABILITIES

- Efficiently utilise grant funding to carry out effective control programs for Weeds of National Significance.
- Achieve appropriate weed control to meet the regulatory administration requirements.
- Select appropriate chemicals and machinery to achieve efficient vegetation and Weeds of National Significance control.

7. KEY DUTIES

- Identify and Implement control programs for Weeds of National Significance and vegetation.
- Perform vegetation and Weeds of National Significance control operations for various council departments within the Local Control Area (LCA) Perform routine maintenance and services to plant items and notify the Fleet Team Leader and your supervisor of any irregularities with regard to machine operational performance.
- Record and report on all Roadside, Drainage and Urban Spray programs including risk assessment and Spray Chemical log book data
- Access and implement Dial Before You Dig plans
- Assist Councils Biosecurity Officer- Weeds in LCA (Local Control Area) with private property inspections using council's electronic mapping system.
- Assist the Parks and Gardens and Works Manager coordinate the annual vegetation control program for the Local Control Area and Roads and Maritime Services
- After obtaining suitable qualification for traffic controller, you are authorised to carry out duties of the traffic controller under the Roads Regulations, on all the roads within the Griffith City Council LGA
- To assess and provide quotes for various control work including Weeds of National Significance and roadside vegetation in accordance with the Roads Act 1993

8. COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake a pre-employment functional assessment (including drug and alcohol) and achieve a satisfactory outcome.
- It is an inherent requirement of this position the successful candidate be immunised as one form of control in order to minimize workplace illness/disease. The following vaccinations are required – Tetanus - and will be arranged upon commencement.



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9. KEY SELECTION CRITERIA

ESSENTIAL

- Hold a current Australian driver licence Class MR or equivalent.
- Hold a WorkCover certificate or document of competency from a registered training provider for the use of a Backhoe
- Hold a WorkCover certificate or document of competency from a registered training provider for the use of a Front End Loader
- Demonstrated knowledge of small plant operations, herbicide, insecticide sprays and their application.
- Hold a current Chemical accreditation Certificate level 3
- Demonstrated accurate record keeping skills including computer and I-pad use
- Hold a White Card/General Induction Construction Training Card
- Demonstrated ability to work independently with minimal direct supervision
- Demonstrated experience in weed identification and control

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- Demonstrated knowledge of the local agricultural industries
- Knowledge of the Biosecurity Act – Weeds and Regulations
- Demonstrated ability in Computer Operations
- First Aid Certificate

DESIRABLE LICENSES AND CERTIFICATIONS

If you do not hold these licenses or certifications then Council may assist you in gaining them during your employment term.

NOTE: It is the responsibility of the job holder to ensure they are eligible to hold a particular License or Certificate.

License / skill Type	Hold Yes/No	Current Yes/No	Eligibility to hold Yes/No	Details (License or Certificate no)
Mini Excavator Accreditation				
Hold a current Chemical accreditation Certificate level 4 – AQF4				
Implement Traffic Control Plans Accreditation				
Traffic Controller accreditation				
Skid Steer Accreditation				
Weeds and Native grasses identification course				



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Bushfire Awareness Training Certificate				
Safe operation of all-terrain vehicle course				
Level 1 Chainsaw Operations – Operate & Maintain Chainsaws				
Level 2 Chainsaw Operations – Fell Small Trees				

10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

KEY

- O Occasional: exposure to the physical factor less than twice a week on average
F Frequent: exposure to the physical factor 3 - 4 times a week on average
C Constant: exposure to the physical factor more than 5 times a week on average
R Repetitive: exposure to the physical factor multiple times in an hour
N/A Not Applicable
≡ Winter
✱ Summer

Demands	Description	Frequency				
		O	F	C	R	NA
Physical Demands of Job Tasks						
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels				X	
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery				X	
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.				X	
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.				X	
Standing	Tasks involve standing in an upright position without moving about			X		
Driving	Tasks involve operating any motor-powered vehicle				X	
	Tasks involve driving vehicle on unsealed roads.				X	
Sitting	Tasks involve remaining in a seated position during task performance				X	



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Demands	Description	Frequency				
		O	F	C	R	NA
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.				X	
Walking/Running	Tasks involve walking or running on even surfaces				X	
	Tasks involve walking on uneven surfaces				X	
	Tasks involve walking up and / or down slopes			X		
	Tasks involve walking whilst pushing/pulling objects			X		
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant				X	
	Tasks involve climbing over or under machinery				X	
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.				X	
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms				X	
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for an extended period - e.g. whipper snipper.					X
	1. Light lifting/carrying (0-9 Kg)			X		
	2. Moderate lifting/carrying (10-15 Kg)				X	
	3. Heavy lifting/carrying (16 Kg and above)				X	
Restraining	Tasks involve restraining animals / objects					X
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - e.g. hammer, hoe.				X	
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.				X	
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.				X	
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				X	



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Demands	Description	Frequency				
		O	F	C	R	NA
Sensory Demands of Job Tasks						
Sight	Tasks involve use of eyes (sight) an as integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.	X				
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment				X	
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals				X	
Exposure to Chemical Hazards						
Dust	Tasks involve working with dust - e.g. sawdust				X	
Gases	Tasks involve working with gases					X
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.				X	
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis			X		
Working Environment						
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room			X		
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia					X

11. AUTHORITY TO ACT

Delegations set out in the Council's delegation register or made by the General Manager.

12. AMENDMENT TO THIS POSITION DESCRIPTION

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description Updated: Aug 2026

Job Evaluation Assessment Date: June 2019



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ACKNOWLEDGEMENT

This Position Description is a broad description of the accountabilities, duties and required capabilities relating to this Position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operation requirements.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Council from time to time as necessary.

Employee Name:	
Signature:	
Date:	



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