


**JOB DESCRIPTION****TITLE: WEED MANAGEMENT OFFICER****LEVEL: BAND LEVEL 4****RESPONSIBLE TO: MOBILE WORKFORCE PROGRAM LEADER**

<b>Position Status:</b>	Ongoing - Full Time
<b>Position Approved by:</b>  DIRECTOR INFRASTRUCTURE AND OPERATIONS	25/09/2025 Date: _____

**POSITION OBJECTIVES:**

To plan and undertake weed management and land management activities for Council owned land and reserves and other land parcels as directed.

**KEY RESPONSIBILITIES:**

- Review and monitor Councils Weed Management Plan/Strategy including provision of continuous improvement activities
- Review and monitor Councils Fire Management Plan/Strategy including provision of continuous improvement activities
- Program and coordinate a small team of Weed Spray Operators to undertake spraying of weeds in Council Road reserves and on Council managed properties in accordance with Management Plans and Strategies and as directed by the Mobile Workforce Program Leader
- Effectively capture, store and manage weed spray activities and applications and ensure the integrity, accuracy and currency of the data to inform decision making
- Undertake weed management using councils' vehicles and SSV buggies, applying herbicide as instructed in a safe and efficient manner.
- Program and coordinate land management activities where required on Council owned lands and easements including back burning and fire management
- Undertake the safe operation of council's vehicles, plant and equipment in accordance with Council's policies and procedures and in line with manufacturers operating manuals.
- Carry out daily inspections of plant and equipment to be used and maintain records of these inspections.
- Hold a current handling and application of chemicals certificate, have a Sound Knowledge of Top end weeds.
- Meet all Occupational Safety and Health requirements and follow appropriate safety and health practices for self and others.
- Provide administrative support to the Mobile Workforce Program Leader in conjunction with the weed management activities
- Provide support with rostering, planning and communications for the MWF team

- Ensure that weed management plans, fire management plans, programmed maintenance and slashing programs are recorded, maintained and updated to the Council's website where required.
- Assist with raising purchase orders, procurement activities as directed
- Ensure staff amenities are maintained
- Ensure staff licences and operating tickets are up to date and communicated to the HR team
- Assist with organising mandatory and elective training opportunities
- Ensure toolbox meetings are recorded and minutes distributed to team members
- Effectively use Council's document management system.
- Respond to Customer Requests as directed
- Perform other duties as requested by the Mobile Workforce Program Leader

#### **CLASSIFICATION CRITERIA AUTHORITY**

##### **AND ACCOUNTABILITY:**

- Accountable for the quality of work performed within the standards set by Council.
- Accountable for performing daily inspections and maintaining records on the plant and equipment used.
- Accountable for Council property and equipment in own care
- Ensure all tasks are conducted in accordance with the relevant Litchfield Council policies and procedures.

##### **JUDGEMENT AND PROBLEM SOLVING:**

- Ability to resolve minor problems within set parameters of the tasks.
- Ability to determine the most efficient way of carrying out the task from a range of existing techniques and methods with guidance from the Mobile Workforce Program Leader
- Ability to identify efficiencies and implement practices to better improve productivity
- Ability to work in an outdoor environment of varying tropical conditions for long periods of time.

##### **SPECIALIST KNOWLEDGE AND SKILLS:**

- Experience in the operation of 4WDs, Side by Side Buggies, pumps and spray units
- Sound knowledge of top end weeds, Experience in the use of herbicides.
- Capability in the use of VHF radio equipment in an appropriate manner.

##### **MANAGEMENT SKILLS:**

- Ability to work autonomously and/or in a team environment.
- Ability to coordinate small workforce teams.
- Ability to efficiently and effectively plan and use own time in setting priorities to achieve set objectives within set timelines.

##### **INTERPERSONAL SKILLS:**

- Ability to interact with the public in a courteous manner.
- A proven team player
- Strong written and verbal communication skills
- Ability to work in a diverse working environment

##### **ORGANISATIONAL RELATIONSHIPS:**

- Report to the Mobile Workforce Program Leader
- Work with the mobile workforce team
- Work with the Infrastructure and Operations administrative team

- Work with the Asset Management team
- Work with the Waste management team

**QUALIFICATIONS AND EXPERIENCE:**

- Holder of a current light rigid driver's licence.
- Holder of a chemical handler's certificate. (or willingness to obtain)
- Current First Aid Certificate (or willingness to obtain)
- Tractor Competency (or willingness to obtain)
- Chainsaw Competency (or willingness to obtain)
- Provide, or hold a current NT Construction Industry Health and Safety Induction {White Card}.
- Temporary Traffic Control certification
- Certificate III in Business or Administration or equivalent 3 years of experience in an administrative type role
- Understanding of procurement, contracts and project management principles

**KEY SELECTION CRITERIA:**

- Chemical users' certificate
- Experience in the use of herbicides.
- Possession of relevant Safety and Industry licences
- Good organisational and problem-solving skills within defined parameters.
- Commitment to Work Health and Safety requirements
- Undertake Pre-Employment Medical and completion of a Criminal History Check.
- Current Northern Territory medium rigid Driver's License.
- Certificate III in Business or Administration or equivalent 3 years of experience in an administrative type role
- Customer service focused experience or working in a customer facing role

**CHANGES TO JOB DESCRIPTION:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment– including technological requirements or statutory changes.

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Approved: (Manager/Supervisor)

Date:

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Employee:

Date: