

WEST ARNHEM

REGIONAL COUNCIL

POSITION DESCRIPTION

Position Title Precinct Assistant			
Location	Gunbalanya, Jabiru, Maningrida	Department	Community and Council Services
Position Level	Level 1	Work Group	Works
Position Type	Fixed Term / Part Time	Approval Date	30 January 2026
Coverage	WARC Enterprise Agreement 2024	Approved By	CEO

Position Objective

Keep the oval and nearby areas safe, clean, and tidy so they are ready for sports, training, and community activities. Make sure the grass, equipment, and facilities are looked after and meet the standards needed for proper use.

Key Duties and Responsibilities

1. Mow, fertilise, aerate, and water the grass to keep the playing surface in good shape
2. Check the turf regularly and fix or report any problem areas
3. Use pesticides, herbicides, and other treatments safely, as directed
4. Mark out fields clearly for games and training
5. Set up, pack away, and store goals, nets, and other gear when needed
6. Report any broken or damaged equipment to your supervisor
7. Keep all areas clean, tidy, and ready for use
8. Run and check irrigation systems to make sure the grass gets enough water
9. Change watering times based on the weather and seasons
10. Report any irrigation issues straight away
11. Pick up rubbish and clear waste from the oval and nearby areas
12. Keep paths, benches, and spectator areas clean
13. Help fix and maintain fences, signs, and other structures
14. Follow seasonal routines to prepare for dry or wet weather
15. Watch over people using the area to help keep them safe
16. Record the work completed, treatments used, and report any equipment maintenance required.
17. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Senior Works Officer which are within the employee's skills, competence and training.

Essential Criteria

1. Willingness to work indoors and outdoors in varying temperatures.
2. English speaking skills of a level to converse with and be understood by Aboriginal and non-Aboriginal people.
3. Be able to read labels (like chemicals) and write simple work notes for managers.
4. Deal with the public in a friendly and respectful way.

Desirable Criteria

1. Experience in maintaining parks, gardens or community spaces
2. Current C Class Drivers licence, at a minimum
3. First Aid Certificate or willingness to obtain



Organisational Relationships & Further Information			
Reports to	Senior Works Officer	Supervises	None
Internal liaising	All staff	External liaising	Community organisation representatives, Community members and stakeholders
Span of hours	Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm		
Eligibility	Existing community resident and be CDP eligible as this position is created from the Remote Jobs and Economic Development (RJED) Program.		
Employment Check / Permit	Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust.		
Travel	Travel to remote communities by light aircraft or 4wd will be required, and stays may be required.		

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.