



# Position Description

## A. POSITION PROFILE

<b>Position:</b>	<b>Position Occupant:</b>			
<b>Parks &amp; Gardens Team Leader</b>		<i>Vacant</i>		
<b>Position Evaluation:</b>	<b>Department:</b>			
<i>Award: Band 2 Level 2</i>	<i>Operations</i>			
<b>Salary System Grade:</b>	<b>Section/Group:</b>			
<i>10</i>	<i>Regional Services</i>			
<b>Conditions of Employment:</b>	<b>Location:</b>			
<i>Australian Citizen or Right to Work in Australia Local Government (State) Award Permanent Full-time</i>	<i>Cootamundra</i>	<input type="checkbox"/>	<i>Gundagai</i>	<input checked="" type="checkbox"/>
<b>Additional Benefits:</b>	<b>Direct Supervisor:</b>			
<i>Nine Day Fortnight 12% Superannuation</i>	<i>Manager Regional Services - Gundagai</i>			
	<b>Number of Staff Supervised by this position:</b>			
	<i>4-7</i>			

## B. STATEMENT OF FUNCTION

Co-ordinate and supervise the parks and gardens section to ensure operations and activities are completed to expected standards and within allocated timeframes.

## C. KEY RESPONSIBILITIES

1. Co-ordinate and supervise the parks and gardens section to ensure expected outcomes are achieved within specified timeframes.
2. Ensure Council's sporting grounds, parks and gardens and recreational areas are maintained to a high standard with consideration of public safety.
3. Ensure Council's tree management plan, with particular attention to Council's street tree program is implemented.
4. Ensure that Council's WHS policies and procedures are adhered to by all staff under their supervision.
5. Monitor the skills and performance of supervised staff and make recommendations to management regarding training requirements and performance management.

## **D. DUTIES**

1. Oversee and undertake maintenance work at Council's parks, gardens, plantations, reserves and sporting facilities such as tidying, weeding, spraying, pruning, fertilising and mulching.
2. Assist with the design and implementation of landscaping construction, planting, concreting, paving and fencing projects.
3. Research and present information to Management relating to new products and their suitability for use in the Parks and Gardens section.
4. Undertake and comply with risk assessments and safe work method statements (SWMS) in relation to worksite activities.
5. Assist with responses to and provide feedback for Council's Customer Action Request System (CARS).
6. Provide information to Managers/Supervisors on all aspect of duties undertaken and accurately complete required workplace records.
7. Oversee the training of Parks and Gardens staff.
8. Operate and maintain plant, tools and equipment to achieve Council's goals and objectives subject to the level of training and licencing achieved.
9. Attend to maintenance, cleaning and repairs of Council assets as directed.
10. Respond to emergency situations as requested and co-ordinate work area to assist.
11. Undertake training to update, maintain and advance personal skills and knowledge and in compliance with relevant workplace legislation.

### **Supervision**

12. Co-ordinate and monitor the work and performance of subordinate staff.
13. Mentor and train staff, conduct skills and performance appraisals as required by Council's Salary System.
14. Manage and supervise works projects, ensuring safe work practices are adhered to and completion within required timeframes.
15. Undertake hazard identification and safety procedures and checks including traffic control when required.
16. Carry out any other duties that are within the limits of the employees' skill, competence and training.

## **E. ESSENTIAL CRITERIA**

1. Tertiary qualifications in Horticulture or similar discipline at Certificate III level or above or equivalent.
2. Demonstrated experience in a horticultural role gained at a supervisory level.
3. Current Class MR (Medium Rigid) Drivers Licence or above or equivalent.
4. WHS Construction Induction (NSW White card) or equivalent.
5. Completion of Chemical Handling Certification (e.g. ChemCert, SMARTtrain) or ability to readily acquire.
6. Chainsaw Operation certificate (Level 2).
7. Demonstrated project management skills.
8. Demonstrated experience in operation and maintenance of small plant and equipment.
9. Demonstrated high level communication and interpersonal skills including customer service, negotiation and conflict resolution.
10. Working knowledge of roles and responsibilities under the WHS Act 2011.

## **F. DESIRABLE CRITERIA**

1. Tertiary qualifications in Horticulture or similar discipline at Diploma level or above or equivalent.
2. Completion of Outdoor Playground Inspectors Course or equivalent.
3. Current Class HR (Heavy Rigid) Drivers Licence or above or equivalent.
4. RMS Traffic Controller Certification (Blue Card or equivalent).
5. RMS Traffic Control Implement/Apply Traffic Control Plans certification (Yellow card or equivalent).
6. Completion of Safe Handling of Sharps training.
7. Completion of Working Safely at Heights training.