



POSITION DESCRIPTION

Parks and Recreation Superintendent



**Gladstone Ports
Corporation**

Growth, prosperity, community.

POSITION DESCRIPTION

Parks and Recreation Superintendent

Position Number	1036
Position Status	Permanent Full Time
Position Supervisor	Asset Management & Project Services General Manager (Interim)
Department	Asset Management
Job Level of Work	II

Job Purpose Statement

Manage the GPC's landscaped precincts, including landscape design, construction, environmental revegetation, house-keeping and tree planting. Ensure the Corporation's parklands are maintained to high standards for the enjoyment of Gladstone's community, visitors and for the enhancement of the Corporation's public image.

Job Accountabilities

- Manage the GPC aesthetic environment and horticultural activities:
 - Oversee landscape design, construction, environmental revegetation, housekeeping activities and initiatives that positively promote the port.
 - Coordination of pest management activities in line with Pest Management Procedure.
- Set and develop the strategic direction for GPC parklands:
 - Prepare proposals for future requirements of plant, machinery and equipment for the parks and gardens.
 - Assist in the development and implementation of aesthetic and environmental management projects on park land.
- Coach and Mentor employees and trainees to ensure the effective management of the GPC parklands:
 - Supervise day-to-day landscape maintenance, including on the job training to ensure employees are competent to conduct the task.
- Contribute to the development of the business planning:
 - Implement business plan and ensure improvement projects are completed on time and to pre-determined specifications.
 - Monitor and track progress against plan.
- Ensure that the landscaping workgroup meet or exceed the Health, Safety and Environment Management System requirements by fostering HS & E aligned working behaviours, conditions and practices, targeted at achieving zero incidents and injuries;
- Prepare budgets and manage financial resources through analysis of the workgroups financial position and the implications on the greater departmental budget;
- Comply with all the Health, Safety and Environment management system requirements;
- Comply with GPC's Code of Conduct and lead by example GPC's values and guiding principles:

Growth, Prosperity, Community

Our values represent the essence of our organisation. They are deeply held convictions, priorities, and underlying assumptions that influence our attitudes, behaviours and shared beliefs – why we are here, what we stand for and what we will strive for “together”.
- Comply with GPC's policies, standards and procedures in the workplace.

Decision Making Authority

As in accordance with company policy/systems:

- Ability to access necessary information, obtain resources and use of facilities or equipment needed to carry out the work of this role.
- Approval of leave and majority of ancillary employee benefit requests for direct reports.
- Recruitment of team personnel.
- Disciplinary action up to but not including summary dismissal.
- Training priorities in line with skills matrices.
- Expenditure Authority in accordance with GPC policy.

Job Challenges & Impacts

- Maintain effective relationships with the community and GPC employees.
- Operate effectively in an environment where there are conflicting demands on resources.
- Develop effective communication networks and techniques to provide information to relevant stakeholders.

Key Relationships

Internal

- Asset Management & Project Services General Manager:
 - Discuss progress and report on status of maintenance systems projects and objectives.
- Interaction with Work group:
 - Cascading site and department targets and projects, advising results, facilitating interventions/improvements, coaching and development.

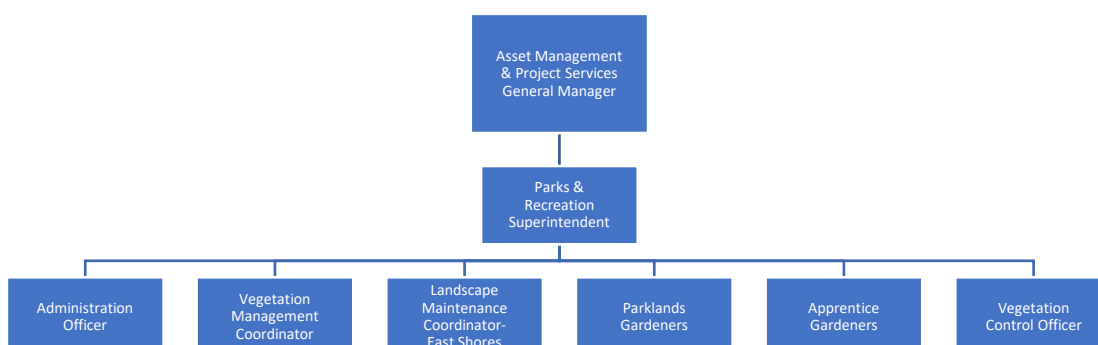
External

- Regular liaison between the following: Irrigation consultants, contractors, TAFE for horticulture trainees, Government departments, DPI and suppliers.

Level of Supervision

Direction is provided through collaboration on strategies and initiatives with expectation that the incumbent will be autonomous and show initiative. The role will maintain constant contact with the Asset Management & Project Services General Manager to ensure that the approach remains relevant to the Department and the overall organisation.

Organisation Chart



Formal Qualifications

- Qualifications in Horticulture

Selection Criteria

Candidates, please provide detailed examples of how you exhibit the experience, knowledge, and skills required for the position when preparing responses to the selection criteria. Please refer to our Job Applicant Guide for instructions on how to respond to the selection criteria.

Competency	Description
1. Leadership	<ul style="list-style-type: none"> • Strong and supportive leadership qualities as evidenced by the ability to build trust, focus on results, coordinate and develop others and role model commitment to GPC's vision, mission and values.
2. Horticulture and Landscape Maintenance	<ul style="list-style-type: none"> • Understands GPC's horticulture and landscape maintenance requirements, such as plant cultivation, botany and identification and arboriculture (tree management); • Applies knowledge of relevant safety and environmental legislation, arboriculture, botany and plants; • Applies appropriate tools (i.e. hand or power tools) or techniques (i.e. gardening) to maintain parklands.
3. Procurement	<ul style="list-style-type: none"> • Understands the procurement process, legislative requirements and governance processes; • Understands and applies strategic sourcing and cost / quality management practices.
4. Safety	<ul style="list-style-type: none"> • Ability to proactively promote, influence and engage in a positive safety culture. • Demonstrated ability to model, foster and advocate for a positive safety culture.
5. Communication	<ul style="list-style-type: none"> • Demonstrated interpersonal, verbal and written skills including the ability to liaise and create positive relationships inside and outside GPC. • Demonstrated high level of interpersonal, verbal and written skills including the ability to liaise, influence and create positive relationships inside and outside GPC.
6. Modelling GPC Values & Guiding Principles	<ul style="list-style-type: none"> • Our values of Growth, Prosperity and Community underpin our behaviours in pursuit of becoming the most respected Port in the nation. Willingness to understand, demonstrate and encourage the values and behaviours of GPC.