

# POSITION SUMMARY

## PARKS MAINTENANCE SUPERVISOR (523)

<b>Directorate</b>	Engineering Services
<b>Section</b>	Recreation
<b>Classification</b>	Band 2, Level 2, Grade 6
<b>Position Status</b>	Permanent full-time
<b>Commencing Salary Range</b>	\$1,304.65 - \$1,370.70 per week.
<b>Reports to</b>	Parks Operations Manager
<b>Direct Reports</b>	Various
<b>Work Location</b>	Depot/Workshop

### Position Purpose

To ensure effective and efficient maintenance is carried out to Council's parks, open space areas and road reserves.

To coordinate staff and worksite activities within the parks maintenance section

### Key Responsibilities

1. To ensure Council's mowing operations are conducted to acceptable standards and within defined budgets.
2. To carry out maintenance to existing irrigation systems.
3. Assist in the delivery and implementation of maintenance operations for parks, reserves and open spaces as directed.
4. To ensure that safe working procedures are observed and adhered to.
5. Supervision and coordination of subordinate staff

### Selection Criteria

#### Essential

- Class C Drivers Licence.
- Trade Certificate in amenity horticulture or related field, or minimum of four years' experience in similar position.
- Demonstrated experience in managing staff

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

- Demonstrated knowledge of park maintenance practices including mowing, grounds maintenance and landscape maintenance programs
- Demonstrated knowledge of irrigation systems
- Proficient in the operation and use of desktop computer and software based word and spreadsheet programs
- The agreement to take leave in accordance with the Recreation Section's leave roster and outside the recognised peak growing season.
- Adequate numeracy and literacy skills to perform the requirements of the position

#### **Desirable**

- Relevant WHS Certificates
- Work Cover / Induction Construction certificate (White Card)
- MR / HR Licence
- Management/Supervisory Qualifications.
- Arboriculture Qualifications
- Knowledge of telemetry based irrigation software systems
- Knowledge of plant and equipment utilised in park maintenance activities
- Knowledge of plant and tree species suitable within the Bathurst Region

#### **Immunisations (willingness to undergo)**

- Nil

#### **Expected Organisational Standards**

1. Follow defined WHS procedures.
2. Provide service to customers.
3. Work effectively in the local government context.
4. Work with others in local government.
5. Communicate in the Workplace.
6. Follow defined risk management policies and procedures.
7. Follow defined ethical guidelines from Council, including Code of Conduct.
8. Follow defined environmental sustainability guidelines.

#### **Employment Conditions**

- 38 hour week with RDO every third week.
- Take Annual Leave in accordance with the applicable Leave Roster.
- Hours of work are 7.21am to 4.15pm Monday to Friday.
- Probationary period of 3 months.
- Four weeks annual leave.
- Long Service Leave after 5 years.
- Superannuation of 10.5% paid by Council.
- Medical and audio required as part of selection process.