## Position Description: Team Member – Various Roles

Parks Operations – Sportsgrounds – Recreation – Facilities – Premium Parks –

Tree & Streetscapes – Bushlands

**PRIMARY ROLE STATEMENT**

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these. To undertake activities that will assist in the maintenance of Council’s Open Space including passive parks, sportsgrounds, streetscapes, tree operations, recreation facilities, bushland and riparian areas and ensure that these Open Spaces remain in excellent condition, safe and suitable for use by the community. To assist in ensuring customer and community satisfaction with Councils parks operations.

**KEY DUTIES AND RESPONSIBILITIES**

1. ***Key Relationships***

This position reports directly to the Team Leader and Supervisor in the Parks Operations team. Other key relationships include the Coordinators for Active & Passive Parks, the Manager Parks Operations, all other Council staff, members of the public/residents, employees of other Councils, product and equipment suppliers and contractors.

1. ***Principal Responsibilities***

Within each individuals competency levels

* In conjunction with other Parks Operations team members undertake programmed and reactive maintenance works in Council’s parks including but not limited to:

- parks

- street verges mowing

- trees

- gardens

- sportsgrounds / renovations

- litter removal

- playgrounds

* Optimise Parks Operations productivity through implementing current industry best practices
* To provide operational support to other Parks Operations team members
* To operate small plant and equipment including but not limited to ride on mowers and horticulture maintenance equipment
* Undertake traffic control operations
* Maintain complete and accurate records of works undertaken
* Ensure plant and equipment is correctly used, maintained and kept in a clean and tidy condition
* Participate in trials of new techniques and systems of work to improve work practices and productivity
* Carry out all duties in accordance with all relevant legislative, industrial and Council policy requirements and standards and procedures including the areas of EEO, Code of Conduct, all staffing policies
* Maintain a high standard of work quality, safety and environmental protection in all works under your control
* Practically apply WH&S principles and maintain all requirements of the Work Health and Safety legislation
* Conduct on site risk assessments at each job location
* Actively participate in all training requirements including the training of other work colleagues
* Act in a manner consistent with the values of Cumberland City Council and demonstrate integrity, inspiring trust, avoiding conflicts of interest and promoting high standards in all work
* Undertake other parks operations duties as required.

***2.1 Customer Service***

* Be responsive to and supportive of customer requests
* Assist with service delivery issues by using a flexible approach to problem solving and by addressing individual customer concerns and expectations
* Compliance with Council complaints management policy and procedures

1. ***Child Safe Organisation***

* This position is not currently designated as child related but Council may at any time choose to apply to the NSW Office of the Children’s Guardian to have this role designated as child related, even though it may not involve face to face contact with children. Workers would be duly notified if this was to occur.
* Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

1. ***Fraud and Corruption Prevention***

Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to Council’s Internal Ombudsman in the first instance, who will notify the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

1. ***Risk Management*** 
   1. ***Worker Risk Responsibilities***

Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff should provide input into various risk management activities. Staff are responsible and accountable for taking practical steps to minimise Council’s exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

1. ***Work Health & Safety***

In accordance with councils WHS policy 2018, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have agreed to work to this policy.

1. ***Energy & Water Commitment Statement***

***7.1 Employees Responsibilities***

All staff are responsible for taking practical steps to reduce Council’s energy and water use within their activity and responsibility.

1. ***Record Keeping***

To accept and undertake the requirements and obligations for effective recordkeeping as outlined in the document 'What have records got to do with me?' and to ensure the creation, careful handling and preservation of records which are entrusted to my care, as an employee of council.

**ORGANISATION STRUCTURE**

**ABILITIES, QUALIFICATIONS, EXPERIENCE**

***Essential***

* Relevant experience and demonstrated understanding of park maintenance and industry best-practice within the section of parks operations appointed to
* Demonstrated experience operating parks maintenance related small plant and equipment
* Demonstrated ability to deal in a positive and courteous manner with the public and other workers.
* Good verbal and written communication skills – ability to write clearly and neatly when completing necessary paperwork
* Ability to work as part of a team with good interpersonal skills
* Sound knowledge and practical application of WH&S principles and the Work Health and Safety legislation
* Hold a current ‘ChemCert’ (Chemical Handling) qualification.
* Basic Computer Skills
* Possess a current Class C Drivers Licence
* Competency in the operation of at least one or more of the following items of plant:
* Backhoe and Loader
* Large Tractors
* Front-deck or mid-mount mowers

***Desirable***

* Qualified to Certificate II or III in Horticulture or equivalent with relevant experience in parks maintenance and enhancement, arboriculture and or bushcare relevant trade qualifications
* Current Senior First Aid Certificate.
* Ability to Implement Traffic Control Plans (Yellow Card)
* Current qualification as a Traffic controller (Blue Card)
* Current Chainsaw Accreditation

***Employment Screening Required***

* Qualifications verification
* Licence Check if driving Council vehicles

|  |  |
| --- | --- |
| **Position & Est Number** | SP-ED-73 |
| **Classification** | **Grade 4** |
| **Job Function Group:** | **Trades** |
| **Reports to:** | Team Leaders, Supervisors and Coordinators |
| **Staff Reporting Responsibilities:** | Nil |
| **Budget Responsibility:** | Nil |

Date:

Agreed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Insert Employee Name] Employee signature