## Position Description: Team Leaders – 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 lead a small team in undertaking maintenance and improvement works to ensure Council’s passive parks, sportsgrounds, streetscapes, premium parks, tree operations, recreation facilities, bushland and riparian areas are maintained to the highest standard to reflect community expectations and fit for use.

To assist in ensuring customer and community satisfaction with Councils parks operations by presenting and servicing our facilities in accordance with service specifications. To ensure individual Work Health and Safety responsibilities under Council policy and legislation are met at all times, and at all levels within the team to ensure a safe place of work.

**KEY DUTIES AND RESPONSIBILITIES**

1. ***Key Relationships***

This position reports directly to Supervisors in the Parks Operations team. Other key relationships include the relevant 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***

***2.1 Leadership***

* Provide leadership, supervision, technical and other assistance to members of their team
* Ensure work of the team is performed in a timely, cost effective manner to prescribed quality standards and to meet customer needs.
* Supervise the operation of plant including; tractors, vehicles, towing, mowers, brushcutters, trimmers, chainsaw, and blowers a safe manner to ensure effective completion of the work.
* Provide operational support to other Parks Operations team members.
* Work in a team environment and encourage crew development, including identifying training needs for staff
* Provide good customer service to other staff and members of the public to promote the image of Council.
* Maintain complete and accurate records of vehicle checks and work site inspections
* Ensure completion of vehicle checklist by crew members daily
* Ensure that WH&S regulations are met in accordance with Council’s guidelines.
* Ensure own safety and the safety and security of fellow crew members and the Unit’s plant and equipment.
* Lead the participation 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.
* Conduct on site risk assessments at each job location and determine a course of action if concerns are identified.
* 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.
	1. ***Project Management and Capital Works***
* Assist with identifying park improvements and capital works for further consideration
* Work with Council’s Capital Works team to deliver project management of capital works and asset programs within Council open spaces
* Supervise contractors and ensure they provide a quality service and act in accordance with requirements while observing our WH&S standards

***2.3 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***

***5.1 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***

The Executive Managers, Managers, Co-ordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

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 trade qualifications e.g Certificate III in Arboriculture, Turf Management, Cert IV Conservation Land Management, Horticulture, Landscape Construction, Animal Husbandry, Building Trades, Irrigation or Floodlighting
* Demonstrated knowledge and understanding of park maintenance and parks infrastructure (including playgrounds) related issues, current trends, industry best-practice and new developments relating to maintenance services and parks operations
* Ability to plan, coordinate resources and undertake maintenance activities relevant to the position including but not limited to mowing, edging, weeding, chemical spraying, litter collection, animal welfare, trades functions, wicket preparation, and asset inspections
* Demonstrated experience in operating parks maintenance related small plant and equipment, including small hand tools, and power tools
* Proven ability to effectively supervise and co-ordinate team members and external contractors in the delivery of maintenance and project works
* Demonstrated ability to deal in a positive and courteous manner with the public, and council staff whilst providing leadership to others
* Sound verbal and written communication skills – ability to complete necessary paperwork and communicate effectively with team members
* Sound knowledge and practical application of WH&S principles and the Work Health and Safety legislation
* Sound Computer Skills and aptitude to adapt and learn new electronic systems and operate a range of devices
* Possess a current Class C Drivers Licence
* Hold a Current Senior First Aid certificate

***Desirable***

* Ability to use the Tech 1 system
* Hold a current ‘ChemCert’ (Chemical Handling) qualification
* Ability to Implement Traffic Control Plans (Yellow Card)
* Current qualification as a Traffic controller (Blue Card)
* Experience in asset inspections regarding irrigation, floodlighting and hard courts

***Employment Screening Required***

*Keep checks required for the role*

* Qualifications verification
* Licence Check if driving Council vehicles
* Working With Children’s Check
* Police Check
* Financial Checks

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| **Position & Est Number** | SP-ED-72 |
| **Classification** | Grade 7 |
| **Job Function Group:** | Professional |
| **Reports to:** | Supervisor |
| **Staff Reporting Responsibilities:** | Nil |
| **Budget Responsibility:** | Nil |

Date:

Agreed:

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