



CUMBERLAND
COUNCIL

POSITION DESCRIPTION

Position Title	Team Member – Various Roles Parks Operations – Sportsgrounds – Recreation Facilities – Premium Parks – Tree & Streetscape – Bushlands
Position Number	SP-ED-73
Grade	4
Reports To	Team Leaders, Supervisors and Coordinators
Division	Parks & Recreation Environment and Infrastructure
Hours	70 per fortnight
Award	Local Government (State) Award
Budget	Nil
Staff Responsibility	No direct reports

Position Purpose

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 Council's parks operations.

1. Selection Criteria

Essential Criteria:

- 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 Criteria:

- 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

2. 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.

3. 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 Council and demonstrate integrity, inspiring trust, avoiding conflicts of interest and promoting high standards in all work
- Undertake other parks operations duties as required.

3.1 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

4. Risk Management

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.

5. Work Health Safety

Worker WHS Responsibilities

- 4 Comply with all Council safe work policies and procedures and any reasonable safety instructions given by your Manager or supervisor
- 5 Work with due care and consideration to safeguard your own health and safety and the health and safety of others and report any potential hazards, incidents or injuries to your manager/supervisor
- 6 Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with Work Cover requirements

- 7 Participate and assist in achieving set WHS targets and target completion times
- 8 Support Rehabilitation in the workplace
- 9 Attend all relevant safety training and information sessions provided.

6. Energy & Water Commitment Statement

Employees Responsibilities

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

7. Child Related Position

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.

8. 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.

9. Signatories

I agree this position description accurately reflects the duties and responsibilities of my role:

Name: "<Type Name>"

Sign:

Date: <Date>

Managers Name: Adrian Burns

Sign:

Date: <Date>