



CUMBERLAND  
COUNCIL

## POSITION DESCRIPTION - Generic

Position Title	Team Leaders – Various Roles Parks Operations – Sportsgrounds – Recreation Facilities – Premium Parks – Tree & Streetscapes – Bushlands – Trades Services
Position Number	SP-ED-72
Grade	7
Reports To	Subject to allocation: Supervisor Bushland and Riparian, Supervisor Parks East, Supervisor Parks West, Supervisor Premium Parks, Supervisor Recreational Facilities, Supervisor Sportsgrounds East, Supervisor Sportsgrounds West, Supervisor Streetscapes and Trees,
Division	Parks & Recreation Environment and Infrastructure
Hours	70 per fortnight
Award	Local Government (State) Award
Budget	Yes
Staff Responsibility	Tradespersons, Team Members, Casual Team Members, Contractors

### Position Purpose

To lead a small team in undertaking maintenance and improvement works to ensure Council's passive parks, sportsgrounds, streetscapes, premium parks, tree operations, trades services, 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 Council's 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.

## **1. Selection Criteria – (subject to the specific Team Leader position applied for)**

### **Essential Criteria:**

- Relevant trade qualifications e.g Certificate III in Turf Management, Cert IV Conservation Land Management, Horticulture, Landscape Construction, Animal Welfare, 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 strong 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
- Hold a current 'ChemCert' (Chemical Handling) qualification.

### **Desirable Criteria:**

- Ability to use the Tech 1 system
- 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
- Playground Inspectors Course Level 2

## **2. 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.

### **3. Principal Responsibilities**

#### **3.1 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 Council and demonstrate integrity, inspiring trust, avoiding conflicts of interest and promoting high standards in all work.

#### **3.2 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

#### **3.3 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

## **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**

### **Team Leaders WHS Responsibilities**

- Set a high standard and provide leadership that progresses Council's Work Health Safety and Rehabilitation program to achieve its stated objectives by encouraging the involvement of all people in achieving a safe and healthy workplace
- Program training for site specific needs
- Achieve set health and safety objectives and develop plans to implement programs and procedures to ensure compliance with the relevant health and safety legislation and standards
- Provide the necessary resources, plant and equipment to ensure the highest standard of health and safety where appropriate and within the budget made available to Council
- Ensure all plant and/or procedures which are used in the conduct of work are regularly inspected and tested to verify that they conform to standards, legislative requirements and/or specifications
- Promote and support rehabilitation in the workplace and identify and make available suitable duties for employees who are part of Council's Rehabilitation Program
- Ensure WHS is an agenda item at all team meetings
- Keep employees informed of health, safety and rehabilitation matters
- Investigate all accidents and incidents in accordance with Council's procedures and take appropriate action.

## **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>