



CUMBERLAND
COUNCIL

POSITION DESCRIPTION

Position Title	Supervisor Recreational Facilities
Position Number	SP-EI-67.1
Grade	12
Reports To	Coordinator Active Parks
Division & Group	Parks & Recreation Environment and Infrastructure
Hours	70 hours per fortnight
Award	Local Government (State) Award
Budget	Yes
Staff Responsibility	Staff, Contractors, Consultants & Suppliers

Position Purpose

To lead a small team of parks operations staff in managing, maintaining and enhancing the recreational facilities within Council's open spaces. To ensure best practice in the management, care, maintenance and enhancement of recreational facilities across Cumberland Council with an emphasis on the provision of high quality, fit for purpose, community facilities. To act as the asset officer for Council Open Space assets.

1. Selection Criteria

Essential Criteria:

- Qualified to Certificate III in Asset Maintenance, Sports Turf Management or Horticulture or equivalent, with relevant experience in the management of hard sports court or synthetic facility maintenance and enhancement
- Demonstrated significant work experience in multiple parks operations functional areas to include functions such as asset management, asset management systems, sportsground lighting and irrigation control, hard court and synthetic surfaces maintenance, playspaces, pool water management, minor capital works and project management, sports turf, horticulture, parks and gardens and/or landscape construction preferably in a local government environment

- Sound knowledge of the Parks industry best practice trends and issues in sports surface maintenance including turf wickets and turf care including renovation programming, weed, pest & disease control, surface and subsoil drainage and irrigation systems
- Demonstrated ability to lead, manage & supervise a small high performing team which may include apprentices, contractors & volunteers to contribute to team goals and outcomes
- Proven ability to develop collaborative relationships with peers, customers and community organisations and an ability to work as part of a team with good interpersonal skills
- Be able to demonstrate a strong customer focus with sound customer service skills and the ability to embrace a system of change and continual improvement
- Strong verbal and written communication skills with the ability to effectively complete relevant administration tasks associated with the position including the preparation of correspondence, documents and reports
- Proficient in the use of computers with the ability to use various parks operations related software packages
- Understanding of sportsground booking and management procedures
- Class C driver's licence.

Desirable Criteria:

- Completion of a trade based apprenticeship
- Cert IV in a relevant asset maintenance/sports turf/ horticultural discipline
- Cert IV Leadership & Management
- Current RMS accredited traffic controller and ability to apply traffic control plans.
- Current Chemical Accreditation AQF 3
- Current Senior First Aid Certificate

2. Key Relationships

This position reports directly to the Coordinator Active Parks. Other key relationships include the Group Manager Parks and Recreation, Manager Parks Operations and all officers of the department, all other Council staff, employees of State and Federal Government agencies, members of the public/residents, employees of other Councils, product and equipment suppliers, utility service providers, contractors, consultants, volunteers, members of the legal and risk management industries.

3. Principal Responsibilities

3.1. Leadership

- Provide advice on issues relating to the maintenance and management of recreation facilities
- Provide leadership to and be accountable for the successful performance of the relevant park operations maintenance functions and teams
- Display communication and negotiation skills and an aptitude for problem solving
- Display leadership skills including coaching, training, performance management and performance recognition for the teams being supervised
- Effectively plan, manage and monitor resources to achieve organisational targets
- Display a commitment to customer service
- 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. Management, Supervision and Performance Management

- In a substantive role oversee relevant Parks Operations functions in respect of Council's Recreational Facilities
- When required support or oversee Council's Parks Operations functions in other operational areas such as active reserves and sportsgrounds, passive park open space maintenance and development, riparian and bushland maintenance and management, streetscape maintenance and tree management, event preparation, asset management and maintenance of facility infrastructure
- Manage, supervise and coordinate recreational facilities levels of service so works are carried out on time and within budget
- Ensure WHS is a priority in all work schedules and ensure all operations are carried out in a safe and compliant manner
- Coordinate effective rostering of staff resources to ensure Parks Operations services are delivered efficiently and effectively
- Coordination of Council's Parks assets and the coordination of TechOne functions in relation to Parks Operations and procurement
- Coordination of Council statutory obligations in respect of recreational facilities.

3.3. Customer Service

- Oversee customer service requests to the relevant Parks Operations teams and prioritise to ensure Council and department objectives are met
- Coordinate enquiries from internal and external customers including residents, businesses and other Councils and ensuring correct advice is given on Council operations
- 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
- Liaise and consult with the public, community groups, Council departments, contractors, stakeholders, and organisations as appropriate
- Provide assistance to other department staff on technical parks operations queries and specifically active parks and open space issues.

3.4. Reporting

- Preparation of reports and correspondence as required
- Assist in service delivery reporting including preparation of service delivery statistics and financial reporting as required
- Preparation of Asset inspections and audits
- Statutory reporting relating to water play areas and playspaces.

4. Risk Management

Worker WHS 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

- Comply with all Council safe work policies and procedures and any reasonable safety instructions given by your Manager or supervisor
- 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/coordinator
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with Work Cover requirements
- Participate and assist in achieving set WHS targets and target completion times
- Support Rehabilitation in the workplace
- Attend all relevant safety training and information sessions provided.

Managers, Supervisors, 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

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:

Sign:

Date:

Managers Name:

Sign:

Date: