

## Position Description

<b>Position Title:</b>	Senior Field Worker – Parks
<b>Directorate:</b>	City Wide Services
<b>Service Unit:</b>	Parks & Recreation
<b>Salary Point:</b>	SP4
<b>Position Reports To:</b>	Field Supervisor/Parks Co-Ordinator
<b>Staff Management:</b>	Supervision of employees performing similar tasks
<b>Budget Responsibility:</b>	Nil
<b>Date PD Reviewed:</b>	October 2019

Organisation Context of Position
<p>The City of Newcastle employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the City and encompasses 5 Directorates:</p> <ul style="list-style-type: none"> <li>• Governance</li> <li>• Strategy and Engagement</li> <li>• People and Culture</li> <li>• Infrastructure and Property</li> <li>• City Wide Services</li> </ul> <p>The purpose of the City Wide Services Directorate is to:</p> <ul style="list-style-type: none"> <li>• Ensure CN's range of services and servicing for the community and visitors is consistently maintained at a high level throughout and across CN.</li> <li>• Facilitate a high level of community connection across and on behalf of CN.</li> <li>• Ensure services are set at a level that is clearly articulated to the elected CN and which are financially sustainable.</li> <li>• Set a benchmark for the organisation of exemplary customer service.</li> </ul> <p>The Service Units and Elements that form the City Wide Services Directorate are:</p> <ul style="list-style-type: none"> <li>• Art Gallery (Service Element)</li> <li>• Museum (Service Element)</li> <li>• Civic Services</li> <li>• Libraries &amp; Learning</li> <li>• Customer Service</li> <li>• Waste Services</li> <li>• Parks &amp; Recreation</li> </ul>

Workplace Health & Safety	
WHS RAA Level	
For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the	

WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

## Position Responsibilities

- Contribute to the provision of efficient and effective maintenance of Council open space, including parks, reserves and sporting facilities using accumulated personal skills and knowledge
- To operate in a safe manner equipment and machinery specific to horticultural/turf industry, tree maintenance and landscaping and comply with relevant risk assessments
- Supervise and manage other Park staff as directed by Field supervisor
- Maintain all plant and equipment in satisfactory condition and safeguarding against theft or loss
- To identify and analyse occupational risks and report on potential hazards, including machinery and recreational facilities and to organise and/or carry out respective repairs
- The satisfactory completion of allocated works within set service standards
- Organisation of allotted tasks to achieve maximum productivity in conjunction with minimum inconvenience to public amenity during the execution of works
- Contribute to the promotion of teamwork and assist in building team spirit within the works unit to optimise work output
- Maintaining the health & safety of both fellow workers and the general public during the execution of works by ensuring that safe work practices are adopted and adhered to in accordance with Council's Code of Safety Practice and Work Health & Safety guidelines
- Carry out work within a number of work teams, adjusting to requirements of each ie physical environment, other team members and different duties
- To continually improve skills and knowledge to the benefit of the individual, the team and the organisation on the whole
- To communicate with user groups and the general community on issues specific to the maintenance of parks, reserves and sporting facilities
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

## Position Selection Criteria

### Essential

1. Horticultural/Green keeping qualifications and/or equivalent relevant knowledge, experience and a demonstrated capacity to deliver.
2. Demonstrated ability to efficiently supervise and co-ordinate labour, plant and resources to achieve set service level standards.
3. Construction Induction Card and Class C Driver's Licence.
4. Knowledge in the use of computer software such as word, excel, outlook, smart phones.
5. Ability to work in a team based environment and to promote good teamwork to achieve desired outcomes.
6. Ability to identify and report parks and sporting facilities asset defects and to implement corrective actions as required.
7. Working knowledge of relevant WHS and EEO requirements.
8. Sound knowledge in the application and safe use of chemicals and have a current Chemcert III qualification.

### Desirable

1. Demonstrated ability to train staff in all facets of parks and recreation grounds maintenance.
2. Experience in small scale landscape construction and playground maintenance works.
3. Demonstrated ability to communicate effectively (both written and verbal) with a wide range of stake holders, incorporating interpersonal, negotiation and mediation.
4. Traffic Control Certification / Implement Traffic Control Card??
5. LR (manual) Driver's Licence.