

Position Description

Position Title:	Field Worker – Parks Services
Directorate:	City Wide Services
Service Unit:	Parks Services
Salary Point:	1
Position Reports To:	Field Supervisor/ Parks Coordinator
Staff Management:	Nil
Budget Responsibility:	Nil
Date PD Reviewed:	October 2019

Organisation Context of Position

The City of Newcastle employs over 900 staff and is responsible for a local government area of 187km². 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:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the City Wide Services Directorate is to:

- Ensure CN's range of services and servicing for the community and visitors is consistently maintained at a high level throughout and across CN.
- Facilitate a high level of community connection across and on behalf of CN.
- Ensure services are set at a level that is clearly articulated to the elected CN and which are financially sustainable.
- Set a benchmark for the organisation of exemplary customer service.

The Service Units and Elements that form the City Wide Services Directorate are:

- Art Gallery (Service Element)
- Museum (Service Element)
- Civic Services
- Libraries & Learning
- Customer Service
- Waste Services
- Parks & Recreation

Workplace Health & Safety

WHS RAA Level	Level 6
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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 / bushland reserves and sports facilities using accumulated personal skills and knowledge.
- To operate in a safe manner equipment / machinery specific to horticultural / turf industry, tree maintenance and landscaping.
- 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 and 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 Occupational Health and Safety Guidelines.
- Carry out work within a number of work teams, adjusting to requirements of each i.e. 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.
- 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. High level of knowledge and experience regarding horticultural and turf maintenance practices.
2. Ability to perform allocated duties with minimum supervision.
3. Working knowledge of relevant WHS requirements.
4. Current C Class (manual) Driver's Licence.
5. General WHS Induction Training for Construction Industry (White Card).
6. Ability to work in a team-based environment and the promotion of teamwork.
7. Proven ability to perform tasks in different work environments under the supervision of trained supervisors.
8. Moderate experience in the safe operation of horticultural and turf maintenance machinery / equipment / tools.

Highly Desirable

1. Tertiary qualifications in horticulture, greenkeeping.
2. Ability to administer minor machinery maintenance.
3. Demonstrated ability to communicate effectively with the general public and user groups.
4. Experience in small scale landscape construction works.
5. LR Class (Manual) Driver's Licence.
6. Traffic control certification.