**Position Description**

|  |  |
| --- | --- |
| **Position title:** | Field Supervisor - City Greening |
| **Work location:** | March Street, Kotara NSW |
| **Directorate:** | Planning & Environment |
| **Reports to:** | City Greening Coordinator |
| **Direct reports:** | Multiple - up to 5 |
| **Salary Point:** | SP8 |
| **Decision making:** | Level 6 Management Hierarchy |
| **Date revised:** | February 2022 |

**Council Overview**

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Environment & Sustainability Service Unit is part of Planning & Environment Directorate and this role reports to the City Greening Coordinator.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation’s values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What it's like working in Environment and Sustainability?**

The newly formed Environment and Sustainability (E&S) Service Unit are responsible for delivering a range of capital works and operational programs to protect and enhance our natural environment and to ensure the sustainability of

our city. The E&S Service Unit is responsible for:

* managing our environmental assets, such as our bushland, water courses, street trees, coast, estuaries, and wetlands.
* delivering initiatives to transition Newcastle to a net zero emissions city and to adapt to the impacts of our changing climate.
* managing our street tree and park tree replacement program.
* managing Blackbutt Reserve.
* developing and implementing environmental policies and strategies to drive environmental and sustainability practises.
* coastal and flood risk management.

**What’s the focus of this position?**

To supervise and deliver a team to carry out efficient and effective landscape maintenance and planting oftrees, shrubs on land under the control of CN by applying the necessary planning, organisation and supervision of day labour and employees.

**What you will be doing:**

* Deliver a wide range of horticultural, arboricultural and landscape construction outcomes that will resultin enhanced public space amenity and environmental outcomes through the installation andestablishment of new trees, street gardens and associated infrastructure.
* Efficiently organise, supervise, direct and coordinate plant, materials, and labour to complete allocated works within budget and nominated timeframes with minimal inconvenience to amenity during the execution of works.
* Deliver high quality works in line with industry best practice and relevant standards
* Promote teamwork and team building.
* Ensure the health & safety of employees and the general public during the execution of works by ensuringthat safe work practices are adopted and adhered to in accordance with CN's Work Health & SafetyManagement system.
* Respond to enquiries and/or issues of concern from members of the public and ensure that a positiveimage of CN and associated City Greening programs is promoted.
* Train employees and contract labour in the correct planting and establishment techniques, safe use andmaintenance of machinery and associated tasks or equipment.
* Lead team meetings and toolbox talks and encourage active participation of all employees.
* Maintaining accurate and detailed records of all work activities in accordance with Council’s managementsystems and recording procedures such as labour and plant timesheets, goods received, accidents /incidents in the workplace, purchase requisitions, risk assessments and tree planting and maintenancedata.
* Source and request quotes for planting stock and materials including receival and quality control to CNstandards
* Any other accountabilities or duties as directed by the Manager which are within the employee’s skill, competence, and training.

**The essentials you’ll need:**

* Tertiary qualifications in horticulture, arboriculture, landscape, or natural resource management and/orrelevant knowledge, experience, and a demonstrated capacity to deliver.
* General WHS Induction for Construction Work in NSW Certificate (White Card) and minimum class“MR” drivers’ licence,
* Demonstrated ability to efficiently organise and/or coordinate labour, plant, and resources to implementtree planting, general landscaping and associated establishment programs including maintainingaccurate detailed records.
* Demonstrated ability to communicate effectively (both written and verbal) with staff, supervisors, andexternal customers. Utilising common electronic devices and general office software packages.
* Demonstrated experience in the provision of technical advice to internal service providers and thebroader community.
* Demonstrated ability to undertake landscape construction works associated with the planting of gardenbeds and advanced trees, ability to interpret landscape plans, specifications, standards, and relateddocumentation.
* Demonstrated ability to work autonomously and promote teamwork in achieving desired outcomes.
* Certification in AQF3 Chem use, Safe Work Near Powerlines, Traffic Controller and Implement TrafficControl Plans, or willingness to obtain.

**Other valuable skills you may have:**

* Certification and demonstrated experience to Trim and Cut Felled Trees
* Demonstrated competence in the operation of small excavators
* Certification and demonstrated experience as Dogman/ Rigger -High Risk Work Licence – performRigging
* Demonstrated Knowledge and the application of the criteria set out in AS 2303 Tree Stock forLandscape Use

**We’ll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |