

## POSITION DETAILS

<b>Position Title:</b>	Team Leader Sport Facilities	<b>Position Grade:</b>	6
<b>Department/ Directorate:</b>	Operations / City Works	<b>Position Status / Hours per Week:</b>	Permanent / 38 Hours

## PRIMARY PURPOSE OF THE POSITION

Within the Operations Department and across its relevant accountabilities, your primary purpose is to lead and coordinate the work of a team in maintaining sports fields and garden facilities as well as being an active working team member. More specifically, your responsibilities will include:

### 1. Technical/Operational

- Supervision of plant and labour undertaking specific tasks.
- Manage the provision of sportsgrounds maintenance services.
- Implement maintenance programs as per Service Level Agreements.
- Assist in planning and review of plans and specifications.
- Operation of small plant and equipment to their optimum capacity in undertaking tasks.
- Provide technical or specialist expertise in undertaking works.
- Observe all specifications, standards and procedures.

### 2. Financial

- Provide input on cost estimates for specific tasks and projects.
- Fulfil administrative and record requirements, including timesheet and asset information.

### 3. Management and Leadership

- Project a positive Council image.
- Lead by example with regards to compliance with relevant legislation, standards, policies and instructions.
- Oversee the allocation of resources (e.g. staff, equipment, materials) on a day to day basis within programs and rosters to achieve program objectives and ensure teams are efficiently and effectively resourced.
- Undertake toolbox talks and team meetings as per schedule.

## SELECTION CRITERIA

### Education / Qualifications

- Certificate III in Greenkeeping, Parks & Gardens or Horticulture, or equivalent as a minimum requirement and significant experience as a greenkeeper, or in a similar role.
- Current Class C Driver's Licence

### Experience/Specific skills

- Experience leading, supervising and coordinating the work of teams in a horticultural or similar setting.
- Experience in the control of noxious weeds.
- Sound verbal and written communication skills.

- Ability to undertake physically demanding work, including heavy lifting, and a broad range of general labouring work, as required.
- Experience in small plant and power tools used in the maintenance of sporting fields.
- Basic level of computer literacy.

#### Personal Attributes

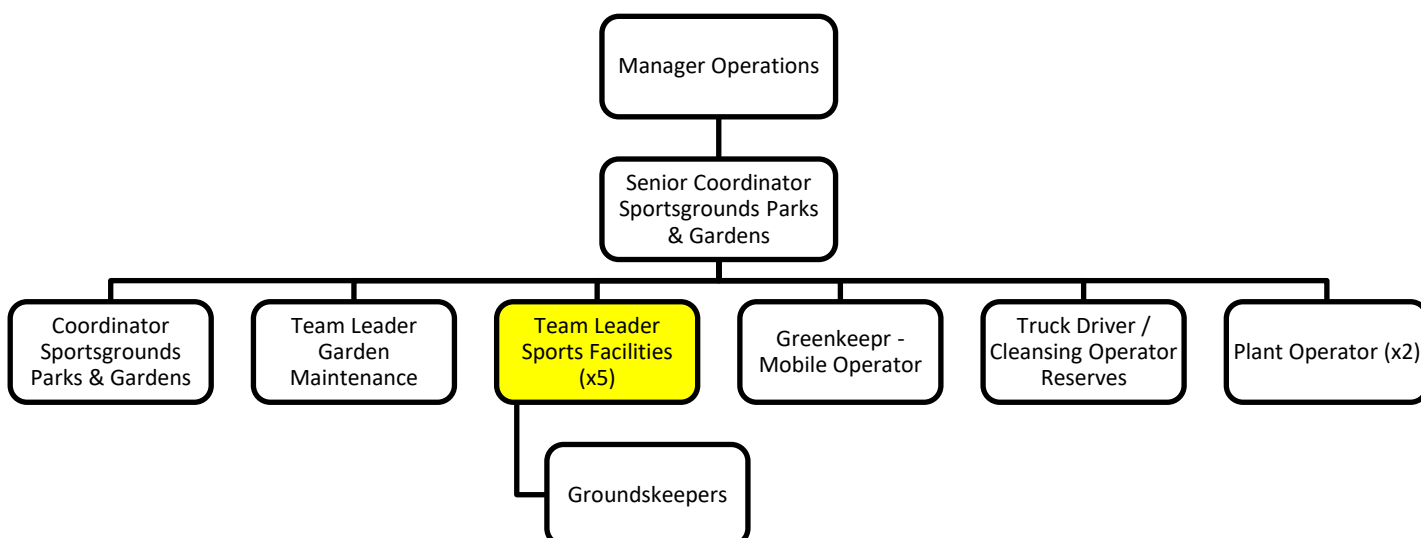
- High levels of reliability.
- Able to use initiative to solve day to day work problems.
- Able to work effectively without close supervision.
- Committed to safe working practices.
- Strong teamwork focus and adaptable regarding type of work to be undertaken.

#### Desirable Qualifications, Experience and/or Skills

- Diploma in Horticulture or similar.
- MR driver's licence or higher.
- Plant operation certificates.
- Extensive experience in the horticulture or related area.
- Extensive team leadership experience.
- Construction Induction certificate.
- Bi-lingual language skills

**Please note:** In line with Council's COVIDSafe Workplace Policy & Procedure all staff are required to be vaccinated against COVID-19.

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

The statements below indicate how the duties and responsibilities of this position contribute to the wider activities carried out by the City Works Directorate of the organisation.

- 47. Sports-ground improvement and maintenance service
- 50a. Passive parks improvement and maintenance services: Tier 1 Regional Parks

## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all WHS policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures.
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery
16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
18	To actively work toward delivering City of Ryde's Leadership Model.
19	To manage people to realise their individual and team potential
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
24	To recognise and reward results
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

### Safety

We are committed to preventing injury to ourselves, our team and our community.

### Teamwork

We work together with respect and support.

### Ethics

We are honest, responsible and accountable for our actions.

### Professionalism

We deliver effective services to the community with consistent decision-making.

Employee's Name	
Employee's Signature:	
Date:	