

# Position Description

## Team Leader

### POSITION DETAILS

<b>Position Title:</b>	Team Leader – Garden Maintenance	<b>Position Grade:</b>	6
<b>Department / Directorate:</b>	Operations / City Works	<b>Position Status / Hours per Week:</b>	Full Time / 38

### PRIMARY PURPOSE OF THE POSITION

To provide supervision for teams undertaking garden maintenance services for clients to agreed service levels and standards:

- Determine range and level of service being offered;
- Co-ordinate works onsite – plant, materials and human resources;
- Review process;
- Fulfil administration, budget and record requirements;
- Provide a safe, desirable and unpolluted work site;
- Provide leadership, training and good communications to achieve outcomes;
- Undertake special programs, including external works, if applicable; and
- Provide technical or specialist skills

### SELECTION CRITERIA

#### Education / Qualifications

- Horticulture Certificate or Landscape Trade Certificate or similar
- Chemcert Accreditation (AQF3) or equivalent
- WHS General Construction Induction card (White Card)
- Class C Drivers Licence

#### Experience / Specific skills

- Knowledge of and demonstrated experience in the use of Horticultural methods including noxious plant control, turf establishment and maintenance, gardening and plant identification
- Proven ability to supervise staff working as part of a team and organise works to meet service and operational requirements
- Ability to meet responsibilities under the WH&S Act

#### Personal Attributes

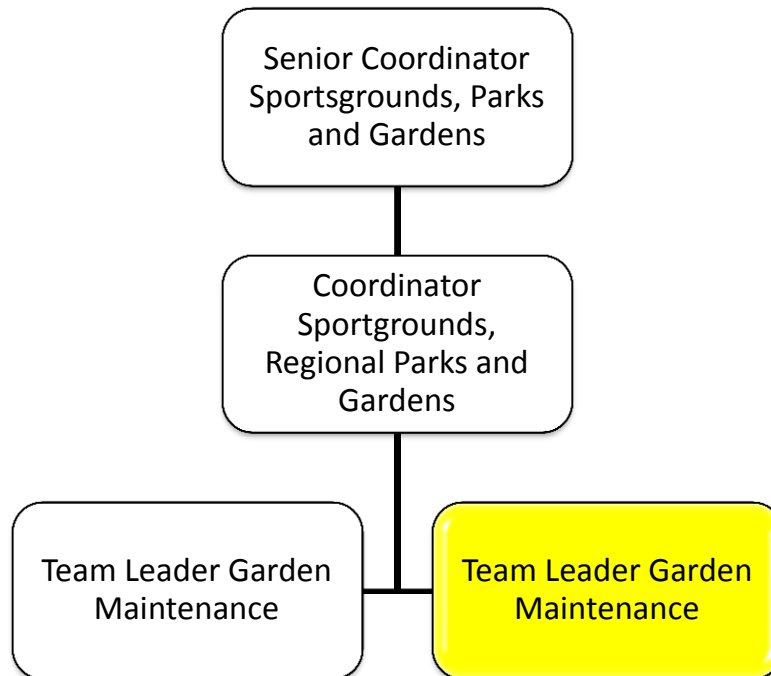
- Good communication skills
- High levels of reliability
- Personal commitment to safe work practises Able to work effectively as part of a small team and the wider Operations Service Unit
- Willing to project a positive image of the Council when dealing with residents and external clients

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

- Associate Diploma in Horticulture or Landscaping or similar
- Experience in landscape construction and/or garden maintenance / other project works
- Experience interpreting Plans / Diagrammatic drawings

- Experience using Levels / String lines & work layout
- Knowledge of tree preservation and arboriculture
- Knowledge of WH&S legislation

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

- 48d. Sports-ground improvement and maintenance service
- 51d. 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

## CORPORATE ACCOUNTABILITIES

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:	