



## INFORMATION PACKAGE

### POSITION VACANT

### PARKS COORDINATOR

REF NO: ESC280

**CLOSING DATE: 4.30PM FRIDAY 28 FEBRUARY 2020**

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Tony Swallow on 02 4474 1369.



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

## Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

## Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.



## Position Description

### Parks Coordinator


Position Code	152
Division	Works
Location	Moruya Depot
Band/Level	Administrative / Technical / Trades Band 2 Level 3

#### Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

 <b>Our values</b>	<b>We collaborate</b>	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
	<b>We are respectful</b>	We show respect and compassion to each other and our community. When there are issues, we go to the source.
	<b>We show team spirit</b>	We nurture and value our relationships, bringing out the best in each other.
	<b>We are professional</b>	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
	<b>We are open and trusting</b>	We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

Effectively manage the parks, gardens and reserves, fire mitigation, CBD maintenance and public toilet maintenance functions in the whole Shire.

## Main duties and key result areas (KRA)

1. Prepare budgets based on adopted levels of service, risk management policies and maintenance management systems.  
*KRA: Budgets prepared reflect actual and realistic needs of the section. Budgets prepared by end of November each year for the subsequent financial year.*
2. Undertake overall planning, coordination and organisation works program under the control of the Parks Coordinator.  
*KRA: Ensure Works Program developed, updated and provided to the Operations Manager at least quarterly. Works program completed efficiently and effectively.*
3. Monitor the overall customer service performance of the parks section and lead/manage resources to provide an effective customer service in parks related areas, including responding personally to customer/Councillor requests as required.  
*KRA: Customer service inspection and action performance targets achieved. Behavioural indicators met. Effective reporting to Divisional Manager Works and all Parks staff.*
4. Manage and monitor the overall risk/asset management services provided by the parks section in accordance with Council's adopted policies, procedures and systems, including where necessary, undertaking inspection and reporting on parks and reserves facilities.  
*KRA: Substantial compliance with all aspects of Council's asset and risk management policies, procedures and systems, including inspection and action timeframes. Budget compliance. Effective reporting to Operations Manager and all Parks staff.*
5. Monitor and control the budget for the all works under the control of the Parks Coordinator.  
*KRA: Budget effectively managed. Issues raised and recommended solutions developed. Effective and timely communication with the Operations Manager.*
6. Review service levels achieved, cost effectiveness of service and implement/make recommendations on appropriate solutions and continuous improvements.  
*KRA: KRAs monitored and effectively achieved. Continuous improvements implemented. Achievements reviewed and reported to Divisional Manager Works on a six-monthly basis. Services benchmarked and reported to Divisional Manager Works at least four yearly.*
7. Effectively manage staff within the Maintenance Section.  
*KRA: Compliance with the Council's policies (e.g. Working Together Policy, Competitive Provision of Services Policy). Minimal industrial issues. Staff issues*

*dealt with promptly and communicated clearly to staff. Succession & training plan documented and update at least annually. Management position supported and effectively communicated to staff.*

8. Develop, implement, monitor & review work procedures, including the Parks Maintenance Management Guidelines to adequately address quality, safety and environmental requirements for maintenance and minor construction activities.  
*KRA: Procedures developed in consultation with staff and internal customers. Procedures reflect legislative and policy requirements, and are updated by the due review date. Quality, safety and environmental outcomes achieved in the field.*
9. Act as the technical expert in Parks and Gardens matters.  
*KRA: Advice provided is well researched, accurate and timely. Reports fit for purpose, including where necessary for use in court hearings.*
10. Prepare quotations and estimates.  
*KRA: Quotations and estimates within appropriate order of accuracy. Timely completion and communication of results.*
11. Manage and oversee the implementation of fire mitigation strategies on land under Council's care control and management.  
*KRA: Fire risk management works undertaken in accordance with adopted risk management strategies and legislative requirements. Sufficient expertise developed to provide back-up to the fire mitigation officer. Maintenance of good working relationships with the Rural Fire Service and other stakeholders.*
12. Within area of responsibility, ensure
  - \* the application of EEO and Diversity principles, and
  - \* the health and safety of all persons through the implementation of, and compliance with Council's WHS Policy and procedures.*KRA: WHS Policy and WHS system implemented together with demonstrated compliance with EEO and Diversity principles and practices.*

## **Qualifications/Experience (Selection Criteria)**

### **Essential**

1. Extensive experience in the supervision of Parks maintenance activities
2. Demonstrated high level organisation skills and ability to coordinate multiple work programs.
3. Demonstrated experience in the effective management of staff.
4. Excellent working knowledge of plant capabilities and limitations.
5. Experience in project costing, estimating and budget control.
6. High level of interpersonal communication skills.
7. Sound computing skills including use of MS Office and Outlook applications and ability to use customised in-house applications.
8. Demonstrated ability to prepare and present accurate and timely documentation including various reports, work procedures, etc.
9. Proven experience in delivering a high level of customer service.

10. Demonstrated ability to work effectively in a team environment.
11. Appropriate Horticulture related trade certificate or demonstrate high level relevant experience.
12. Hold or preparedness to undertake Certificate IV in Frontline Management or higher management qualification.
13. Demonstrated knowledge of, or an ability to quickly gain knowledge of, Council's WHS Policy and WHS System and EEO and Diversity related policy and practices.

#### **Desirable**

1. Formal training &/or relevant experience in project planning.
2. Formal training &/or relevant experience in contract management.

### **Licence requirements**

The following is the list of licence requirements for this role:

#### **Mandatory licences required prior to commencement**

1. Hold (or willingness and ability to obtain prior to commencement) WorkCover approved WHS Construction Induction accreditation.
2. Current driver's licence.

#### **Mandatory licences required to obtain with Council assistance if not currently held**

1. Provide First Aid
2. Work Safely Near Live Electrical Apparatus as a Non-Electrical Worker (Accredited Person)
3. Prepare and Apply Chemicals; Transport and Store Chemicals
4. Handle Dangerous Goods/ Hazardous Substances
5. Operate a Polesaw
6. Chainsaw Trim and Cut Felled Trees Initial

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

<b>EMPLOYEE:</b>	Position Vacant
<b>SUPERVISOR:</b>	Tony Swallow
<b>DATE:</b>	January 2020

## CONDITIONS OF EMPLOYMENT

Position Title:	Parks Coordinator
Reference Number:	ESC280
Grading:	16 of Council's salary system
Salary Range:	<p>In the range of \$1,693.57 to \$1,812.42 gross per week comprised of:</p> <ul style="list-style-type: none"> <li>* \$1,530.44 to \$1,638.98 base salary,</li> <li>* \$16.20 Adverse Working Conditions Allowance, plus</li> <li>* \$146.93 to \$157.24 superannuation (calculated at 9.5%)</li> </ul>
Vehicle:	A fully maintained Council leaseback vehicle (including full private usage) is available with this position.
Award:	Local Government (State) Award 2017
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.
On-Call:	When required by Council, participation in an on-call roster is part of this position. An allowance is paid only when on-call.



Hours of Work: Full-time, 38 hours per week with hours currently arranged:

Mon to Thurs 6.55am to 4.05pm

Fri – Week 1 6.55am to 2.05pm

Fri – Week 2 RDO

with variations from time to time to meet work requirements.

ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from the Moruya Depot and required to work at various locations across the Shire.

Leave Entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

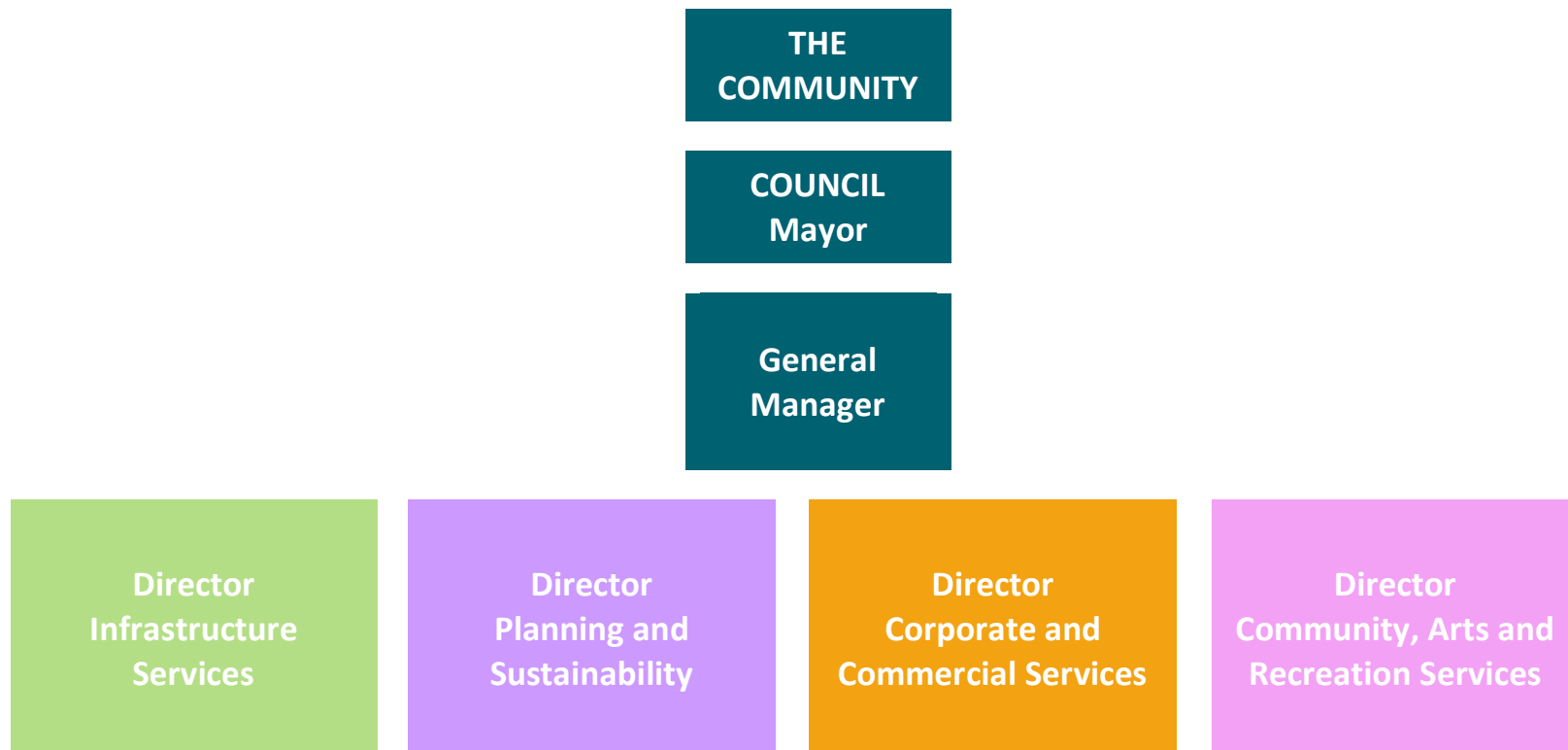
3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.



## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL

## DIVISION CHART

