

# Position Description

## CORPORATE INFORMATION

<b>Position title</b>	Leading Hand – Parks and Gardens		
<b>Directorate</b>	Infrastructure Services	<b>Branch/Section/Unit</b>	Parks Operations
<b>Position number</b>	1110	<b>Level</b>	6
<b>Award</b>	Queensland Local Government Industry Award (Stream B) – State 2017, Division 2, Section 5		
<b>Line Manager</b>	Technical Officer – Horticulture and Sports Fields		
<b>Direct reports</b>	Labourer/Operator – Parks		
<b>Indirect reports</b>	Nil		

## SCOPE OF POSITION

### Position Summary

This position supports Council's direction by supervising staff whilst still undertaking a wide range of horticultural, landscape, arboricultural, turf management, plant operation and truck driving tasks as part of a multi-disciplined team that is responsible for the construction and maintenance of Council's parks, reserves, sporting facilities and urban streetscapes in accordance to Council's priorities and standards.

### Key Responsibilities of the Role

- Lead and manage a team to deliver quality horticultural, landscape, arboricultural, turf management outcomes consistent with relevant Council standards and industry best practice.
- Supervise staff to ensure works are undertaken in a safe, competent, efficient and timely manner.
- Actively and constructively contribute to the development and implementation of Council's project briefs, maintenance specifications and schedules
- Commitment to actively participate and lead learning and professional development activities.
- Identify new ways to improve work practices in accordance with Council's continuous improvement commitment.
- Implement and manage teams activities in accordance the MUTDC.

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## Mandatory Licence/Competency (Ticket) Requirements

- Queensland 'C' Class driver's licence or above that is current and maintained.
- Construction Industry White/Blue card.

## Desirable Licence/Competency (Ticket) Requirements

- Traffic Management Implementation (formerly level 2).

## Essential Knowledge/Skills/Qualifications Criteria

- Demonstrated ability to supervise parks staff.
- Demonstrated and applied knowledge in contemporary horticultural practices.
- Certificate III (or higher) in horticulture, arboriculture, green-keeping or similar or demonstrated relevant experience.
- Demonstrated experience with mowers (hand and ride-on) as well as other relevant machinery such as brush cutters, weed spraying units, chain saws and pole-saws.
- Demonstrated physical agility and dexterity to carry out labouring and frequent heavy lifting and bending.
- Demonstrated ability to maintain harmony within a team and foster good working relationships with all Council employees and members of the public.
- Demonstrated ability to plan and organise complex tasks and maintenance work under general supervision
- Minimum three years' relevant knowledge and experience in maintenance of parks, reserves, sporting facilities and urban streetscapes.

## Desirable Knowledge/Skills/Qualifications Criteria

- Understanding of grass management practices, arboriculture practices, landscape design, natural area management and machinery operations and maintenance relevant to these activities.

## Physical Requirements of the Position

*Note: Applicants with disabilities will be considered on a case by case basis.*

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

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## Special Requirements

- Occasional out of hours work (including weekends).

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

#### Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

### Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

### Council's Vision

To be the *natural* choice to live, work and play.

### Council's Values

**Accountable** – we take responsibility for our actions. We will be accessible and fair.

**Consistent** – our actions will reflect Council's guidelines and practices at all times.

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**Appreciative** – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

**Communicative** – we will keep people informed, consult with the community and will actively listen to and respond to their input.

**Respectful** – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

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## POSITION APPROVAL AND ACCEPTANCE

### Approved by

Name		Position	
Signature		Date	

### Accepted by

Name			
Signature		Date	

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*