

Position Description

CORPORATE INFORMATION

Position title	Coordinator Open Space Operations		
Directorate	Infrastructure Services	Branch/Section/Unit	Property and Open Space
Position number	1103	Level	7
Award	Local Government Officers Award 1998		
Line manager	Manager Property and Open Space		
Direct reports	Supervisor – Gympie Open Space Maintenance Supervisor – Coast Open Space Maintenance Supervisor – Western Open Space Maintenance Supervisor – Parks Assets Maintenance and Improvements Specialist – Arborist Specialist – Amenity Horticulture Administration Officer - Parks Contracts Administration Officer - Parks		

SCOPE OF POSITION

Position Summary

Manage the operational activities and ensure the effective and efficient utilisation and management of Council assets (plant and equipment), financial and human resources of the Parks function, through the coordination and delivery of Parks and Open space services including but not limited to the high presentation parks and gardens, CBD and sports fields in line with Business Plans, Council's Operational Plan and relevant forward planning strategies.

Provide specialist advice and support to a range of Council programs, events and activities.

Key Responsibilities of the Role

- Ensure the maintenance and improvement of Gympie Regional Council's high presentation parks and gardens, streetscapes and sports fields through effective coordination and delivery of services, provision of specialist advice, asset management and continuous improvement.
- Develop, implement and maintain the unit's Business Plan.
- Develop and manage the Park Operation's annual budget.
- Implement and maintain a program of works including working with supervisors to schedule works and resources.

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- Manage vegetation maintenance for other Council units as required.
- Develop and implement new initiatives in accordance with Council's Project Management Framework.
- Develop administrative and Council policies to support and guide Parks Operations.
- Lead a customer focused culture including responsive customer service and active community engagement to communicate proposed works and to understand community expectations.
- Promote Council's expectations that the safety of our people and the community is a priority.
- Lead, manage and develop staff to ensure unit outcomes are achieved, individual skills are enhanced and potential realised.
- Develop contracts and manage contractors through appropriate contract management and procurement processes.
- Facilitate project management process via effective frameworks.
- Facilitate and implement continuous improvement strategies to parks operations.
- Develop and manage a Parks minor asset renewal and upgrade program.
- Provide specialist advice to the organisation as required.
- Liaise with the Parks Design Coordinator to ensure that Parks capital projects best meet site requirements and can be maintained efficiently and at suitable cost.

Mandatory Licence/Competency (Ticket) Requirements

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

Desirable Licence/Competency (Ticket) Requirements

- MUTCD Level 3 accreditation.

Essential Knowledge/Skills/Qualifications Criteria

- A diploma level qualification (or higher) in amenity horticulture along with proven management experience in this field.
- Demonstrated extensive experience in maintenance operations of parks, sports fields or other large scale multiple intensive maintenance open space amenity sites.
- Demonstrated experience in project management.
- Demonstrated experience in contract management and procurement processes.
- Demonstrated high level knowledge and experience in Programming and Scheduling.
- High level experience with budget management, and ensuring works programs operate on target.

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- High level interpersonal and communication skills with particular emphasis on the areas of building effective relationships and teams, consultation, conflict resolution and assertiveness to resolve issues and community needs.
- High level leadership, staff management and mentoring skills.

Desirable Knowledge/Skills/Qualifications Criteria

- Formal qualification or higher in project management.
- Formal qualification in contract management and procurement.
- Experience in irrigation automation and maintenance.
- Experience in asset management systems.
- Local or State government experience in amenity horticulture maintenance.

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.

Special Requirements

- Regular/occasional out of hours work (including weekends).
- Regular local/occasional state travel.

ORGANISATIONAL INFORMATION

Delegation/Authorities requirements of the position

The Delegations and Authorities for this position can be accessed here – [GRC009](#).

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

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Apply 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 WHSP110 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures. The Code of Conduct OCPOL001 can be found here – [OCPOL001](#).

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 which can be found here – [CSPOL002](#).

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.

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.

POSITION APPROVAL AND ACCEPTANCE

Position Description

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.