



## POSITION DESCRIPTION

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|---|--|---|
| <b>Position Title</b>   | Parks Maintenance Team Member          |   |
| <b>Directorate</b>  | Infrastructure                         |   |
| <b>Service</b>  | Parks & Streetscape                    |   |
| <b>Responsible to</b>   | Parks Maintenance Team Leader          |   |
| <b>Position Supervises</b>                                      | 0                                      |   |
| <b>Position No.</b>   | TBC                                    |   |
| <b>Salary PT</b>  | 11 to 19                               | <b>Band/Level:</b> 1/3                      |
| <b>Status</b>   | Permanent Full Time                    |   |
| <b>Hours</b>  | 35 hours per week                      |   |
| <b>Pre-employment checks</b><br><b>Legislative requirements</b> | Pre-employment medical<br>Police Check |   |
| <b>Date reviewed:</b> August 2023                               |  | <b>Reviewed by:</b> Director Infrastructure |

## **POSITION PURPOSE**

To assist the Parks & Streetscape Operations section to deliver day-labour services for the maintenance and improvement of Council's parks, sportsfields, open space and recreation areas such that the works and services of Council contribute to the desired community outcomes as outlined in the Community Strategic Plan.

Working as part of the Parks & Streetscape service unit and reporting to the Parks Maintenance Team Leader you will undertake work and activities to help ensure that the team consistently meet its targets and commitments against your individual and team performance plans and Council's Operational and Strategic Plans.

You will be community focused and work collaboratively with the Parks and Streetscape Operations Manager, Coordinator Parks & Sportsfields Maintenance and Parks Maintenance Team Leader to ensure the success of the service unit.

## **SELECTION CRITERIA**

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

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### **Essential Criteria**

1. Relevant horticultural qualification OR equivalent industry experience in parks and sportsfields operations.
2. Good interpersonal communication skills.
3. Ability to learn to use field devices (eg. tablets) for managing daily team work plans.
4. Understanding and commitment to equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times.
5. Class C Motor Vehicle Driver's Licence.
6. Suitable level of fitness to perform the inherent duties of the position.

### **Desirable Criteria:**

1. Experience working in Local Government.
2. ChemCert or equivalent qualifications.
3. Demonstrated experience with field devices (eg. tablets) for managing daily team work plans.

## **KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:**

- To ensure that the maintenance of Council's parks, sportsfields, reserves and gardens is undertaken in an effective manner to promote the image of Council as efficient and community focused and responsive in all its operations and in accordance with the maintenance performance standards outlined in the Inner West Council Open Space Standards.

- Assist in the efficient and effective delivery of the following functions and services for Council in accordance with the team's plans:
  - Parks & Sportsfields Maintenance
    - Mowing
    - Planting
    - Weed management (including community notification)
    - Turfing
    - Turf wickets
    - Topdressing
    - Fertilising
    - Watering
    - Dog park maintenance
    - Seasonal preparation (eg. Goal posts, linemarking, cricket wickets, baseball diamond)
    - Sportsfields refurbishments (eg. turf renovation, seasonal oversowing, returfing, aeration and drainage)
    - Picking up of litter (not waste removal)
    - Emergency after hours response to parks and sportsfields issues as needed
  - Ensure that all plant, machinery, tools and equipment under your direct control are maintained and utilised in a safe and secure manner, in accordance with the manufacturer's directions.
  - Assist and train other staff in the use of plant and equipment.
  - Dispose of all collected waste in the correct bins at Council's depots (or as otherwise directed).

*Note: the above functions and services are indicative. They may change from time to time, in consultation with the appointed Team Member.*

- Work in collaboration with all stakeholders
- Develop, adopt and practice strong technical skills.
- Keep up to date with current developments in the field/industry
- Recommend new and replacement plant and equipment
- Identify areas where the safety of staff and/ or the public may be jeopardised, and respond to these issues immediately and/ or refer the matter to the relevant person
- Ensure that customer and community requests and complaints are addressed in a timely manner, in accordance with Council policies and KPIs
- Undertake community notification, on relevant projects and works
- Ensure that adequate records are kept of work carried out in the section, in accordance with Council policies
- Attend meetings, as required.
- Flexibility to start and finish work at multiple depots/ parks/ locations.
- Multi-tasking and skilling until completion of all services daily.
- Assist and provide relief to other teams from time to time, as required.
- Carry out appropriate alternative duties, where practical, during wet weather.
- Act in the role of Parks Maintenance Team Leader from time to time, as required
- Other reasonable duties as directed by the Parks Maintenance Team Leader.

#### *Financial Management*

- Undertake the procurement of goods and services in accordance with Legislation and Council policies

#### *Service Management*

- Ensure that the Team Leader or Coordinator is informed of any issue which may affect staff, the community and/ or service delivery

#### **Position Description – Parks Maintenance Team Member**

**KEY RELATIONSHIPS:**

**Internal:** Council management, Trees, Parks & Streetscape staff, Sustainability & Environment staff  
Procurement staff, other Council employees

**External:** Suppliers and contractors, sporting groups and clubs, educational organisations using  
Council sportsfields, park hirers, casual park users, other general members of the  
community

## WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT STAFF

### LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

| Responsibilities   | Performance Measures  |
|--|---|
| <ul style="list-style-type: none"> <li>Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation</li> </ul>  | <ul style="list-style-type: none"> <li>Conformance to WH&amp;S policy and procedures</li> <li>Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures</li> </ul> |
| <ul style="list-style-type: none"> <li>Taking reasonable care for their own Health and Safety as well as that of others</li> </ul>   | <ul style="list-style-type: none"> <li>Use of SWMS and Standard operating procedures</li> </ul>   |
| <ul style="list-style-type: none"> <li>Having an understanding of the Health and Safety requirements associated with their employment</li> </ul>   | <ul style="list-style-type: none"> <li>Training records</li> </ul>  |
| <ul style="list-style-type: none"> <li>Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor</li> <li>Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible;</li> </ul> | <ul style="list-style-type: none"> <li>Hazard identification reports</li> <li>Workplace inspection reports</li> </ul>   |
| <ul style="list-style-type: none"> <li>Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.</li> </ul>  | <ul style="list-style-type: none"> <li>PPE maintenance records</li> <li>Knowledge and use of Standard operating procedures</li> </ul>   |
| <ul style="list-style-type: none"> <li>Working in accordance with relevant competency standards</li> </ul>   | <ul style="list-style-type: none"> <li>Training records.</li> <li>Supervisor site inspection records</li> </ul>   |
| <ul style="list-style-type: none"> <li>Knowledge of WH&amp;S and related legislation within scope of job description</li> </ul>  | <ul style="list-style-type: none"> <li>Attendance at training sessions</li> </ul>   |

**Applicant Declaration**

I,.....have read and understood the position description for the  
**Parks Maintenance Team Member** as detailed in this document.

Signature: ..... Date:     /     /