



POSITION DESCRIPTION

Our Values



Position title:	Team Member Parks and Open Spaces
Section:	Civic Services – Parks & Open Spaces
Position reports to:	Team Leader Gardens
Band and level:	Band 1 Level 3
Salary grade:	Grade 4
Staff management:	Nil
Budget responsibility:	Nil

Primary function of the role:

Reporting to Team Leader Gardens the Team Member Parks and Open Spaces is responsible for undertaking duties associated with the maintenance of Council's gardens and landscaping facilities, mowing, brush cutting and spraying within the Lismore Urban and Rural Local Government Areas and CBD footpath sweeper operations.


This position is part of a multi-skilled team and is required to be flexible and agile. From time to time, this role may be required to support more than one department as the need arises and provide support across the organisation as directed.

Person Description:

The right person for this role will:

- Be professional, knowledgeable, and organised
- Be flexible, self-motivated, proactive, observant, and aware
- Be positive, with a 'can do' attitude
- Make safety a fundamental part of their work
- Communicate and consult with people in a collaborative manner
- Care for people and have excellent relationship building skills
- Produce consistently high-quality outcomes
- Contributing to a work environment where honest behaviour, trustworthiness and open communication is recognised, encouraged, valued, and promoted
- Understand the technical and/or skill-based elements of the job at hand, e.g., plant capabilities and material properties
- Ensure Council's values are displayed at all times.

The Team Member Parks and Open Spaces

- Operate and maintain small and medium sized mobile plant
 - Undertake landscaping works, garden refurbishment, tree, and shrub maintenance
 - Assist in other areas of the Parks and Opens Spaces Section when required
 - Aid and advise on the establishment and maintenance of gardens and trees within the GardensTeam
 - Identify and control weeds, pests and diseases in turf, gardens, and plants
 - Report and repair acts of vandalism and broken or worn facilities
 - Ensuring own awareness of work schedules and work requests so maintenance activities are kept on track to be delivered on time and consistent with Council and other relevant standards
 - Providing a strong commitment towards workplace health and safety by strict adherence to all policies and procedures relevant to the role and by ensuring risk assessments and hazard identification are undertaken and appropriate controls put in place for all activities within their area of responsibility
 - Completion of documentation associated with timesheets, accident/incident reporting, plant operation and risk assessments
 - Make recommendations for opportunities for greater efficiency within work area
 - Effective customer service, including escalating customer complaints when necessary
 - Participating in daily planning discussions, toolboxes and other relevant meetings to ensure thatoperational safety standards and other requirements are met at an operational level
 - Undertake sustainable work practices that align with Council's commitment to the principles of sustainability, focusing on innovation and sustainable use (and re-use) of materials
 - Working to appropriate industry standards and practices.
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Key responsibilities and performance goals:

Responsibilities		Accountability
Work Health and Safety	Follow defined work health and safety policies and procedures relating to the work being undertaken in order to ensure own safety and that of the public and others in the workplace.	<ul style="list-style-type: none"> • An engaged workforce fostering a culture of safety and behaviour based on safety principles.
Service delivery	Provide a level of service which meets the expectations of the community	<ul style="list-style-type: none"> • Align service delivery to meet current tasked schedules and rosters. • Enhance your knowledge base of plants and vegetation.
Communication and Consultation	Level of written, verbal and interpersonal communication skills to liaise with team, take orders and complete related forms as required. e.g., timesheets, leave forms, maintenance schedules and diary notes.	<ul style="list-style-type: none"> • Provide clear concise information.

**Entry Level Qualifications:
Skills and Experience****Qualifications, certificates and licences**

The preferred qualification for this position is Certificate II in Horticulture or equivalent, together with the relevant work experience.

- Chemcert Accreditation
- Chainsaw Operations Level 1 – Operate and maintain Chainsaws.
- WorkCover Construction Induction Card
- Current Class C Driver's Licence

Highly Regarded

- Working towards Certificate III in Horticulture
- Experience working in landscaping & garden maintenance for a government organisation;
- Class MR Drivers Licence
- Traffic Controller Certificate
- Implement Traffic Control Plans

Experience, skills and knowledge

- Demonstrated competency in:
 - Garden & Landscape maintenance, planting principles and practices
 - Tree maintenance and removal
 - Turf care and mowing operations
- Application, storage, and transportation of chemicals
- Teamwork
- Written and verbal communication
- WH&S, Risk Assessments, and hazard prevention
- Experience in Broad Acre mowing operations
- Ability to learn and undertake street sweeper operations.