

# Position description

Team Member Parks	
Division:	<b>Liveable Communities</b>
Department:	<b>Community Spaces</b>
Reports to:	<b>Parks Works Supervisor</b>
Number of direct reports:	<b>Nil</b>
Location:	<b>Tuncurry Depot</b>
Grade:	<b>2</b>
Employment status:	<b>Permanent Full Time</b>
Hours of work:	<b>38</b>
Date approved:	

## Our Mission

“We deliver benefits for our community in a way that adds value and builds trust”.

## Our Values

Organisational values are a critical component of our organisational culture. Council staff and management have created and adopted the following set of organisational values which help guide our decisions and behaviours.

<b>Wellbeing</b>	We value safety, security, health and happiness
<b>Integrity</b>	We are open, honest, accountable and take pride in all we do
<b>Sustainability</b>	We use efficiencies, innovation and cooperation to achieve sustainable results
<b>Respect</b>	We work together respectfully ensuring inclusion, equality and open communication

## Position Overview

This position sits within the Community Spaces section and is responsible for undertaking parks, reserves, sports fields and cemeteries maintenance, cleaning and construction tasks as part of Council's operations.

## Key Accountabilities & Duties

- Deliver safe, effective and efficient parks, reserves, sports fields and cemeteries maintenance and cleaning tasks as directed.
- Carry out maintenance and cleaning duties in diverse areas and working conditions, including but not limited to BBQs, picnic facilities and amenity cleaning.

- Undertake construction, maintenance and installation of open space assets such as playgrounds, picnic tables, benches and retaining walls.
- Proactively report issues/defects associated with parks, reserves and cemeteries using approved Council systems.
- Operate a range of vehicle and plant items relevant to open space maintenance activities.
- Ensure plant, vehicles and equipment is operated and maintained in a responsible manner that minimises plant down time and is in accordance with Council requirements.
- Compliance with WHS and environmental requirements and procedures.
- Handle all dealings with the public in a professional and courteous manner.
- Record and provide information relevant to daily operations.
- Other duties within the employee's skill, competence and training as directed and in accordance with the Local Government (State) Award.
- Work Health & Safety - All Council staff are accountable for ensuring that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation. Staff are also required to adhere to Council's relevant safe work instructions, policies and procedures.
- Equal Employment Opportunity (EEO) - All Council staff are required to adhere to Council's EEO policies and procedures.
- Delegations - All Council staff are required to comply with the financial and operational delegations issued to them as per Council's delegations register.

## Selection Criteria





1. Demonstrated knowledge and experience of parks and reserves maintenance and construction techniques.
2. Demonstrated knowledge and experience in operation of horticultural plant and equipment such as ride on lawn mowers, tractors and brush cutters.
3. Current NSW Class C Drivers Licence (or higher).
4. Currently hold or willing to obtain:
  - First Aid Certificate.
  - AQF Level 3 Chemical Certificate.
5. Completed WorkCover accredited course in WHS general induction for construction work in NSW, including a demonstrated sound knowledge of Work, Health and Safety procedures and experience in the proper use of tools and equipment.
6. Demonstrated ability to work in a team environment and ability to work with minimum supervision.
7. Demonstrated ability to develop and maintain constructive relationships and partnerships, both internally and externally, that contribute to the achievement of organisational outcomes.
8. Demonstrated ability to meet the focus capability requirements of this position as defined in the position capabilities.

## Position Capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose.

More detailed descriptors of capabilities are available at: <http://capability.lgnsw.org.au/?staff-member>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Foundational
	<b>Display Resilience and Adaptability</b>	<b>Foundational</b>
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	<b>Communicate and Engage</b>	<b>Foundational</b>
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Intermediate</b>
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at MidCoast Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by MidCoast Council from time to time as necessary.

Employee's Signature:

Date:

#### HR USE ONLY

Is a Working with Children Check required for this position?

Yes ☐

No ☒

Is a criminal record check required for this position?

Yes ☐

No ☒