**NARROMINE SHIRE COUNCIL**

**POSITION DESCRIPTION**

**POSITION TITLE** TEAM MEMBER RECREATIONAL SERVICES

**DEPARTMENT**  INFRASTRUCTURE & ENGINEERING SERVICES

**REPORTS TO** TEAM LEADER TOWN SERVICES

**STATUS** FULL TIME

MONDAY - FRIDAY

7.00AM - 4.00PM (30 MINUTE LUNCH)

9 DAY FORTNIGHT

**GRADE** 4 Entry - Step 5

**LAST PD REVIEW** September 2017

**POSITION OBJECTIVE**

The objective of this position is to contribute to the overall effectiveness of Council by assisting the various teams to carry out operations within Narromine Shire Council.

The incumbent will safely and competently operate Council plant and equipment in accordance with manufacturer’s specifications and Council procedures

The position holder will have an intimate knowledge of turf maintenance and care particularly with the maintenance of turf in the area of grounds keeping and sporting field maintenance.

The position holder will have knowledge of irrigation maintenance and requirements to maintain Sporting fields to an acceptable standard.

The position will maintain the grounds of Councils aquatic centres.

**KEY ACCOUNTABILITIES AND DUTIES**

**Shall include but not be limited to:**

* Operate and maintain plant and equipment as required.
* Maintain public conveniences and amenities
* Undertake mowing duties as required.
* Undertake general labouring duties as required.
* Maintain a clean and safe workplace.
* Provide effective service to customers.
* General Structural maintenance
* Provide effective customer service to the community
* Follow defined WHS procedures
* Chainsaw use to Australian standards
* Control traffic around the worksite
* Use chemicals and biological agents
* Provide quality and timely advice
* Mechanical servicing of small plant and equipment
* Any other duties within the skills of the position, as required

**KEY PERFORMANCE INDICATORS**

* Maintains or exceeds levels of service
* Understands and accurately interprets oral and written instructions
* Performs work under established guidelines
* Works effectively within a team and unsupervised
* Basic understanding of WHS and willingness to comply
* Basic planning ability to organise own work activities
* Effective plant operation and maintenance

**GENERAL DUTIES/RESPONSIBILITIES**

* Ensure implementation of Council’s decisions and policies.
* Provide professional advice as required
* Respond to enquiries from the community in a courteous and timely manner.
* Actively participate in cross section communication and planning.
* Ensure quality customer service is a primary focus in all activities.
* Promote the image of Council as courteous, responsive and efficient.
* Undertake specific projects as specified.
* Ensure work practices and work environment meet statutory and corporate Work Health Safety requirements.
* Comply with Council’s Equal Employment Opportunity policy.
* Comply with Council’s Code of Conduct.
* Comply with Council’s Equal Employment Opportunity policy.
* Comply with Council’s Code of Conduct.

**SELECTION CRITERIA**

**Essential:**

* Class "HR" Drivers Licence
* Current ChemCert Certificate
* Work Safely in the construction Industry - White Card
* Certificate in Turf Care, or willingness to obtain
* Ability to Work in a team environment
* Appropriate experience in parks and gardens maintenance/construction maintenance
* Thorough knowledge and understanding of WHS requirements

**Desirable:**

* Backhoe/Loader operators ticket
* Chainsaw Operation Safety Certificate ‘Level 1’
* RMS Traffic Controller “Blue Card”
* RMS Apply Traffic Control Plans “Yellow Card”
* Ability to obtain a WorkCover ‘High Risk Licence’

**Acknowledgement**

I have read and understood the contents of this position description and accept the following:

* This position description is not to be considered as a complete list of responsibilities and that other duties may be required consistent with my grade/classification from time to time.
* My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Narromine Shire Council.
* My position will develop over time and this position description will facilitate this development as a ‘living document’ that I will actively invest in.

|  |  |
| --- | --- |
| **Signed**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_**  **Employee** | **Signed**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_**  **Supervisor** |