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**POSITION DESCRIPTION**

**POSITION TITLE** TEAM MEMBER RECREATIONAL SERVICES

**DEPARTMENT**  INFRASTRUCTURE AND ENGINEERING SERVICES

**REPORTS TO** RECREATIONAL SERVICES SUPERVISOR

**STATUS** FULL TIME

**HOURS OF DUTY** MONDAY - FRIDAY

 7.00AM – 4.00PM

**GRADE** 4 Entry – Step 5

**LAST PD REVIEW** APRIL 2021

**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 contribute to the maintenance, management and servicing of all areas of Council’s facilities including but not limited to parks, gardens, sporting fields, streetscapes and town maintenance, to ensure that the health, safety and amenity of the community and environment is maintained.

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

**VALUES AND BEHAVIOURS**

This position requires commitment to the Council’s values and behaviors being accountability; pride; teamwork; creativity and innovation; trust and respect; and communication.

**KEY ACCOUNTABILITIES AND RESPONSIBILITIES**

The position is accountable for:

* Undertaking a variety of manual labouring tasks within one or more of following fields of work:
	+ Parks, gardens and recreational areas.
	+ Cleaning and maintaining public conveniences and BBQs.
	+ Sports Facilities preparation and maintenance.
	+ Minor parks construction and maintenance.
	+ CBD Streetscape maintenance and sweeping.
	+ General gardening and tree maintenance.
	+ Lawn mowing and turf maintenance.
	+ Field drainage installation and maintenance.
	+ Irrigation installation and maintenance.
	+ Weed, pest and disease control for vegetation, including the use of, chemicals and biological agents.
	+ Minor landscaping including planting, hedging and spraying.
	+ Sports ground cleaning and graffiti removal.
	+ Litter and refuse collection and disposal.
	+ Cemetery maintenance including grave digging
	+ Worksite traffic and pedestrian control.
* Care, driving or operating, maintaining and servicing Council’s plant and equipment.
* Complying with workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets.
* Contributing constructively to culture of health and safety within the Council.
* Provide effective customer service to the community.
* The employer may direct the employee to carry out such duties that are within the limits of the employee’s skill, competence and training.

**PERFORMANCE**

Performance will be assessed on the skills set for the role together with the exhibition of behaviours assessed against accountabilities, principles and organisational values.

**GENERAL DUTIES**

* Ensure implementation of Council’s decisions and policies.
* 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:**

* A good level of communication skills, both oral and written and basic computer skills
* Construction Induction White Card
* Work Zone Traffic Control – Traffic Controller
* Work Zone Traffic Control – Implement Traffic Control Guidance Plan (RMS)
* Ability to work in a Team Environment
* Chainsaw Operation Safety Certificate
* Chemcert Certificate
* Class ‘MR’ Drivers Licence

**Desirable:**

* Backhoe/loader operators’ ticket/competency
* Experience in street sweeping operations

**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.

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