



# Position Description

Non-supervisory Employees

<b>Position Title</b>	<b>Park Attendant</b>
<b>Section</b>	Recreation & Buildings
<b>Division</b>	Development & Environment
<b>Reports to</b>	Team Leader
<b>Grade</b>	Four
<b>Employment Status (FT/PT/Casual/Temp)</b>	Full Time

## Position purpose

To undertake maintenance and improvement works associated with Council's open space network including parks, reserves, sports fields, public gardens, road reserves, beaches & cemeteries

## Position specific responsibilities

The key duties you are expected to perform in your role.

- Undertake mowing maintenance associated with parks, reserves, road reserves & cemeteries
- Undertake beach, tree or garden maintenance
- Undertake ground maintenance activities associated with parks, reserves & cemeteries
- Undertake maintenance of recreational infrastructure
- Identify and treat pests, diseases and weeds which impact on turf quality
- Implementation of turf fertilising/soil improvement program
- Undertake the collection of litter from parks, reserves, road reserves, cemeteries and beaches
- To assist in the delivery of minor construction works
- To ensure that all work undertaken minimises environmental impact
- To undertake traffic control at job sites
- To undertake truck driving duties as required
- To operate mowing and other relevant plant as required
- To ensure that accidents and significant incidents are correctly and promptly reported
- To ensure that relevant staff are consulted with regards to changes to premises, plant and equipment which may impact on their health and safety
- To ensure that parks worksites comply with all work health and safety legislation and workplace policy requirements
- To ensure resources, plant and equipment provided is in good condition and suitable for the purpose for which it is used
- To ensure that any contractor engaged operates in accordance with Council's required safety standards
- To work safely, ensuring the safety of yourself and others at all times
- To promote a positive working relationship with your team



- To proactively contribute to team meetings
- To participate enthusiastically and purposefully at all one on one and performance management process meetings
- To take responsibility for personal and professional development
- To share ideas and innovative concepts to add value to Council
- To support other team members to perform their role
- To enthusiastically approach your duties
- To attend and actively participate in training as organised
- To promote a positive image of Council
- To attend work and give 100% effort
- Adheres to and promotes the PMHC Values and ethical framework as set out in the Code of Conduct
- Any other related duties as directed, within the skills and scope of the role.



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

### Values-based behaviours for Non-Supervisory Employees

#### Values

#### Expected Behaviour

##### Communication

- I communicate with respect
- I constructively contribute to team meetings, toolbox talks and conversations
- I share information and ideas with colleagues
- I ask questions if I don't understand

##### Accountability

- I always work in a safe manner, looking after my own safety and the safety of those around me
- I am responsible for my own actions
- I take initiative to progress my own work
- I follow through on my work commitments

##### Professionalism

- I treat others with respect
- I complete my work to the best of my ability
- I take pride in my work
- I am flexible and responsive to changing work priorities and issues

##### Integrity

- I act honestly
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I treat others the way I wish to be treated
- I contribute positively to our work

##### Teamwork

- I look for, and am open to, new and better ways of doing things, together
- I am an engaged and enthusiastic team player
- I step in to help others when workloads are high
- I cooperate with my team members and supervisors



### Document Endorsement

<b>Date</b>	<u>27/9/18</u>	<b>Group Manager</b>	<u>Recreation &amp; Buildings</u>
<b>Date</b>	<u>28/9/18</u>	<b>Director</b>	<u>Development &amp; Environment</u>

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_