

Position Description



Position Title: Groundsperson Streetscape Maintenance

Position Number: PP0401

Purpose of Position Undertake work associated with the implementation of open space maintenance programs. Participate in team activities to ensure that performance standard objectives are attained in a timely and efficient manner. To carry out routine maintenance of Council's open space areas, working with multi-disciplinary operational teams. To provide an effective and efficient service delivery in the Operations section.

Grade of Position: Band 2

Responsible for completion of regularly occurring tasks with general guidance on a daily basis.

Hours of Work: 38 hours per week (9 day fortnight)

Department: Operations

Section: Infrastructure Services Operations

Position Reports to: Team Leader Streetscapes

Number Supervised: Nil

Approved by: Director Operations

Date:

CONTACTS

Key Contacts Within Department

- Manager Infrastructure Services
- Coordinator Open Space Services
- Supervisor Streetscapes
- Parks, Bushland & Golf & Sportsfield Supervisors

Key Contacts in Other Departments

- Workshop Coordinator
- Customer Service
- Community Service

Key Contacts Outside Council

- Contractors
- General Public

Budget Allocation: N/A

EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

Signature:

Date:

GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
 - Maintain a high standard of housekeeping and a safe work area
 - Identify and report all hazards for your area
 - Wear required Personal Protective Equipment (PPE)
 - Participate in the development and review of Risk Assessments
 - Adhere to control measures and safe systems of work
 - Report all Incidents and Near Misses
 - Meet reporting timeframes
 - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
 - Act to prevent workplace harassment, discrimination and bullying
 - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
 - Comply with Council's Statement of Business Ethics
 - Behave ethically and transparently
 - Contribute towards the achievement of Council's strategic plans
 - Lead by example
 - Support sustainable programs and activities
 - Learn and comply with Council's strategies, policies and procedures
 - Act with care for the local environment and community
 - Take responsibility for your actions
 - Care for Council's people, assets and finances
 - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
 - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
 - Productively contribute to the outcomes of work teams
 - Work cooperatively with team members and supervisor
 - Maintain an attendance record that contributes positively to team productivity
 - Carry out allocated tasks to standards required
 - Use good judgement and problem solving skills
 - Obey all lawful instructions
 - Attend and positively contribute to team meetings
 - Work cooperatively to achieve Work Plan timeframes and measures
 - Regularly review with supervisor own performance against required outcomes
 - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
 - Learn and share knowledge
 - Complete induction/re-induction program
 - Complete job-specific training programs
 - Complete relevant legislative-based training
 - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
 - Be accessible and provide customers with clear and accurate information
 - Deliver timely, punctual and reliable service to customers
 - Communicate with customers in a professional and courteous manner
 - Maintain a good flow of communication with customers
 - Manage customer enquiries, records and complaints
 - Complete all paperwork and on-line recording within required time limits
 - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
 - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

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ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

1. Required Qualifications/Certificates

- WHS Construction Induction Certificate (White Card) (or willing to undertake training)
- MR Licence (or willing to obtain)
- Class C Driver's Licence
- First Aid Certificate (or willing to undertake training)

2. Required Experience

- Demonstrated experience in Landscape construction.
- Demonstrated experience in Horticultural maintenance
- Experience in the usage of small plant equipment
- Ability to work independently or within a multi-disciplined team

3. Required Skills

- Comprehensive understanding of team work and scheduling processes
- Herbicide handling and safe application
- Ensure customer enquiries are dealt with in a responsive and appropriate manner
- Carry out effective administration duties
- Effectively communicate with Manager, Coordinator, Supervisor and Team Leader
- Traffic Control skills and working under traffic control plans

OPERATIONAL OUTPUTS OF PERSON IN POSITION

• Landscape construction

- Construction of paving, concreting, pathways, stairs, retaining walls, garden beds, edging,
- Installation of playgrounds, irrigation, seats, tables, benches, bins, tree guards, shelters, barbeques, sculptures, plaques, fences, gates, bollards, mulch, plantings, turf.

• Landscape maintenance

- Maintenance/repair of built features.
- General horticultural maintenance including: litter pickup, mulching, pruning, turf maintenance, weeding, fertilising, spraying, cultivating, watering, tree/shrub removal, planting.

• Administration

- Assist Supervisor Streetscapes to identify and prioritise staff training needs.
- Ensure that information is shared with team members to improve performance standards and team output and actively participate in developing a commitment to continuous improvement.

• Plant Operation and Maintenance

- Drive and maintain vehicle
- Operate and maintain small plant
- Ensure that all plant and equipment is in safe working order and properly secured when not in use
- Ensure the effective use of available materials, labour and equipment.

• Other requirements

- Adhere to hours of work & break times in accordance with issued standards and procedures, unless otherwise approved by Supervisor/Manager
- Conduct a daily check of all tools & equipment for use and transported on the vehicle & report to Supervisor all incidents involving misplaced, damaged or non performing plant & equipment. Ensure tools and equipment are stored in correct locations.
- Clean & tidy interior and exterior of vehicles fortnightly and report each event to supervisor : Interior - Vacuum surfaces, wipe dust/dirt from surfaces ; Exterior - hand wash paint and windows, and rinse off with high pressure hose
- As a team member achieve 85% of planned maintenance works allocated from your activity area from your weekly, monthly or annual program
- As a team member achieve 100% of reactive maintenance works for your activity area within the allocated response time
- Complete daily sheets as required - Risk Assessments, Traffic Plans, Work Orders
- Operate and maintain plant and equipment in accordance with manufacturers specifications and Standard Operating Procedures approved in regard to Councils Risk Assessments for the purpose of implementing the above activities
- Carry out fortnightly maintenance on allocated small plant and vehicles and report any faults and abnormal wear and tear of equipment to the team leader as it occurs to enable appropriate maintenance to be completed
- Carry out such other tasks and responsibilities as may be required and assigned which would be based on the changing needs of the organisation consistent with the employee's skills and abilities