

# POSITION DESCRIPTION

<b>Position Title</b>	Open Space Coordinator
<b>Department/Section</b>	People, Place and Civic Services & Open Space
<b>Reporting to</b>	Civic & Open Space Manager
<b>Location</b>	1 Weeroona Road Depot, Strathfield
<b>Grade</b>	Grade 16

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## Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

## Organisational Structure

### Department

The People, Places and Civic Services section is responsible for the provision of services relating to:

- Library and Information Knowledge Management
- Parks and Gardens, Open Space Management and Recreation Planning
- Community Engagement, Activities and Events
- Tree Management
- Capital Work, Building Maintenance and Facility Assets

### Section

The Open Space Section is responsible for:

- Maintenance and enhance Council's landscaped areas.
- Maintenance of Council's outdoor assets.
- Preserving Council's Natural Resources and Heritage.
- Promoting Sustainability within the workplace and community.

## Position

The purpose of the Open Space Coordinator role is to lead the team responsible for all aspects of general maintenance and presentation within parks, bushland, open space and civic areas and to assist in other areas of park and recreation maintenance programs as required to the highest possible standard for to meet user needs.

### Note:

This Position Description and all associated information is not to be considered as a comprehensive, complete and / or exhaustive 'list' of responsibilities, duties, criteria or outcomes. It is indicative only.

The position is part of a team and as such the incumbent is required to know and learn the roles of others in the team, help other team members and assist in any role as and when required in accordance with the Local Government (State) Award.

The position incumbent should be aware that their role and position is dynamic. Continuing development, change and enhancement of processes, practices, knowledge, skills and behaviours is highlighted and expected by Strathfield Council. People and jobs change and develop over time and this position description is intended to facilitate this (as a living document), where the incumbents active involvement in this endeavour is required.

All duties, tasks and responsibilities etc. must be done to the best of the incumbents' abilities in a timely, effective and efficient manner and to the satisfaction of the General Manager.

## Major role and challenges of the position

The major challenges for the position of **Open Space Coordinator** are to:

- Oversee the successful completion of open space maintenance program components/requests associated to community land ensuring these areas are: weed free, adequately watered, fertilised regularly, pruned, mulched, pest and disease free, mowed & edged to standard, safe and litter free, graffiti removed and vandalism repaired.
- Ensure fleet, plant and tools are maintained to support operational activities and be ready for each day at commence time, by having all equipment ready to go the day before.
- Ensure Council's assets are maintained in accordance with relevant standards and policy.
- Ensure the maintenance of amenities as specified on the program.
- Co-ordinate activities by allocating tasks and appropriate resources to deliver services to Council's standards.
- Supervise Parks Team Leaders and Horticulturists

- Manage the Natural Areas to ensure work programs are completed in accordance with the Management and Operational Plan and on time and within budget allocation.
- Assist with various tasks, projects and responsibilities of Parks Services so to achieve department objectives.
- Undertake and successfully complete applicable Council Management Plan Strategies within "Sustainable Environment".
- Oversee the Park Team Leader to ensure the Horticulturalist work programs are completed and in accordance to service standards
- To ensure that you are gainfully and productively engaged in work for the full working day and take only that amount of time travelling to and from workplaces / jobs as required, by taking the quickest, most direct and practicable route.
- To be a role model for others regarding your capacity for work, your capabilities to undertake work and your attention to detail / pride in producing quality work outcomes.

### **Key Accountabilities**

- Maintain vehicles, plant, equipment and tools used for operational activities and have all that is needed for work ready to go for the next day at the end of each working day.
- Ensure the provision of a safe, welcoming and positive environment for customers.
- Comply with Council Code of Conduct and Values Statement at all times.
- Fully comply with the responsibilities of a driver in operating and maintaining a Council vehicle as set out in the "Instructions to Motor Vehicle Drivers";
- At all times drive a Council vehicle / plant in a safe manner and maintain a courteous attitude to other road users;
- Be responsible for the general cleanliness and appearance of Council's vehicle while under your control;
- Complete any duties as reasonably requested by Civic & Open Space.
- Reinforce the positive image of Council within the team by displaying high standards of personal presentation, integrity and respect for customers.
- Achieve and maintain consistent high levels of quality customer service.
- Promptly report all damaged or incorrectly operating vehicles, plant or equipment to the supervisor.
- Develop rostering and service maintenance to meet program operational needs.
- Tasks are performed professionally, efficiently and effectively,
- Objectives are achieved, work and service delivery are completed to agreed programs and budgets,
- Work is of consistently high quality,
- Attitude to other employees is cooperative and positive,
- Contact with the public is courteous and efficient,
- Dealings with the public, suppliers, fellow employees and the Council are carried out with integrity,

- Industrial harmony is maintained at a realistic level.

### **Work Health and Safety (WHS) responsibilities**

All workers must take reasonable care for their own health and safety and comply and cooperate with reasonable instructions, policies and procedures regarding the safety and health of other persons and workplaces.

Managers and supervisors have a positive duty to exercise due diligence to ensure that Council complies with its safety operations. The employee who occupies these jobs must acquire and keep up-to-date knowledge of Council's work, health and safety systems which include plans, policies and procedures. Managers and supervisors must have an understanding of work health and safety matters within their scope of operations and ensure that processes for compliance are implemented.

All Council workers are expected to:

#### **Work Health and Safety**

- Follow safe practices/procedures to perform your duties in a manner, so as affect the health and safety of yourself or others
- Participate in development of safe work procedures and risk assessments with your Supervisor when required
- Actively participate in WHS inductions and training when required
- Wear and use Personal Protective Equipment (PPE) in the prescribed manner and when specified
- Participate in workplace inspections if required
- Use and maintain plant or equipment of any kind, including computer and other telecommunication devices in accordance with instructions and procedures
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage as per the SMC reporting procedure
- Participate in accident and incident investigations as required

#### **Certificates of Competency/Licences**

Where required for the position, either by legislation, conditions of employment or through SMC policies and procedures, maintain current certificates, licenses, operative training etc, and advise of any change to these, including vehicle licenses.

#### **Injury Management**

- Report all injuries/illnesses that occur at work immediately

If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### **Selection Criteria**

#### **Essential**

- Qualifications in Horticulture (minimum TAFE Certificate III in Horticulture) and equivalent knowledge, skills and experience.

- Demonstrate successful experience in Open Space Management including natural areas, park and sports fields and required documents for required for environmental legislation.
- Sound knowledge of Natural Resources.
- Certificate in Front Line Management or equivalent.
- Demonstrated successful experience in the supervision and leadership of large teams.
- Demonstrated high level of organisational skills to manage multiple tasks, exercise initiative and meet deadlines.
- Demonstrated commitment to a self-directed work environment by taking the initiative to ensure gainful and productive work for each and every hour of the working day
- High level of verbal, numeracy and written communication skills.
- Demonstrated understanding of and commitment to quality customer service.
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.
- Demonstrated commitment to achieving Council's values and organisational behaviours.
- Demonstrated successful experience in Budget Development and Monitoring.
- A current Class C Driver License.
- Demonstrate ability to implement and innovate productivity gains through functional review.

#### Desirable

- A current Class MR Driver Licence.
  - Successful experience working in Local Government.
  - Conservation and Land Management experience or certificates.
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### Approval of Position Description

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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***Position Description reviewed:*** June 2019