

# POSITION DESCRIPTION

<b>Position Title</b>	Parks Team Leader
<b>Department/Section</b>	People, Place and Civic Services
<b>Reporting to</b>	Open Space Coordinator
<b>Location</b>	Weeroona Road Depot, Strathfield
<b>Grade</b>	Grade 8

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## Organisational Environment

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

- To lead one of Councils Parks teams, responsible for all aspects of general maintenance and presentation to a high level within parks and open space.
- To assist in other areas of Park & Recreation maintenance programs as required.
- To help promote the image of Council as effective, caring, courteous and professional.

## Major role and challenges of the position

The major challenges for the position of **Parks Team leader** are to:

- Co-ordinate the conduct of routine tasks in relation to the Field Operations Team by allocating tasks and appropriate resources to deliver services to Council standard.
- Assist with various tasks, projects and responsibilities of Parks Services to achieve department objectives.
- Undertake and successfully complete applicable Council Management Plan Strategies within "Sustainable Environment".
- Achieve and maintain consistent high levels of quality customer service.
- Be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behavior and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any work activity.
- Comply and maintain agreed service standards as per rostered maintenance programs.
- Manage the Horticulturalist to ensure work programs are completed in accordance with the management plan, operational plan and within the time and budget allocation.
- 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.
- 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.

### **Key Accountabilities**

- Complete open space maintenance program components/requests associated to community land ensuring these areas are: weed free, adequately watered, fertilised regularly, pruned, mulched, pest & disease free, mowed & edged to standard, safe and litter free, graffiti removed and vandalism repaired.
- Maintain fleet, plant and tools to support operational activities.
- Maintain Council assets in accordance with relevant standards & policy.
- Monitor the application of pesticides, fertilisers and other chemicals according to Safe Work Method Statements (SWMSs).
- Maintenance of amenities as specified on the works program.
- Contribute to the positive image of Council by displaying high standards of personal presentation, integrity and respect for customers
- Supervision of small teams.
- Assist in other areas of Park & Recreation maintenance programs as required.
- Contribute to the provision of a safe, welcoming and positive environment for customers
- Comply with Council Code of Conduct and Values Statement at all times.
- Complete any duties as reasonably requested by Open Space Coordinator.
- Prepare timesheets and input date, ready for approval for Open Space Coordinate in a timely manner.
- Tasks are to be performed professionally, efficiently and effectively,
- Objectives are to be achieved in agreed timeframe with work and service delivery to be completed to agreed programs and budgets,
- Work is to be of consistently high quality;
- Attitude to other employees is to be cooperative and positive;
- Contact with the public to be courteous and efficient;
- Dealings with the public, suppliers, fellow employees and the Council are to be carried out with integrity,
- Maintain a realistic level of industrial harmony.

## **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

### **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.

## **Selection Criteria**

### **Essential**

- Qualifications in Horticulture (minimum TAFE Certificate III in Horticulture) and/or equivalent knowledge, skills and experience.
- Demonstrated ability to meet Budget KPIs and Monitor.
- A current Class MR Driver's License.
- Demonstrated successful experience in the supervision and leadership of small teams
- Demonstrated high level of organisational skills to manage multiple tasks, exercise initiative and meet deadlines without the need for follow up by the Coordinator.
- Sound level of verbal, numeracy and written communication skills.
- Understanding of and commitment to quality customer service.
- Experience or sound knowledge of natural resource principals and management practices.
- Demonstrated successful experience in operational efficiency and achieving 'quality' outcomes.
- Understanding and demonstrating experience in facilitation of community events and workshops.
- 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.
- Demonstrate a commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.
- Demonstrated commitment to achieving councils values and organisational behaviours
- Demonstrated computer skills including use of Excel® and Word® software programs.

### **Desirable**

- Experience working in Local Government.
  - Arboriculture 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