

# POSITION DESCRIPTION

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| **Position Title** | Leader Urban Landscape Amenity |
| **Position No.** | 871 |
| **Position Status** | Permanent |
| **Business Unit** | Natural Environment and Parks |
| **Division** | Built and Natural Environment |
| **Classification** | Band 5  Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement |
| **Date Approved** | September 2018 |
| **Approved By** | General Manager Built and Natural Environment |

**WELLINGTON SHIRE COUNCIL VALUES**

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| **Cooperation** | Working together, teamwork, collaboration and being solution-oriented. |
| **Integrity** | Acting with respect, honesty, reliability, trust, tolerance and understanding. |
| **Balance** | Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources. |
| **Professionalism** | Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement. |

**POSITION OBJECTIVE**

The Leader Urban Landscape Amenity is directly responsible for coordinating and delivering a range of services to the organisation which include:

* The implementation and supervision of activities related to the provision of Horticultural and Turf activities in Council’s public open space areas.

**ORGANISATIONAL RELATIONSHIPS**

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| **Reports to** | Coordinator Parks Services |
| **Supervises** | Horticultural Crew, Mowing Crew, Contractors, Sub-contractors |
| **Internal Liaisons** | All Council staff |
| **External Liaisons** | Members of the public, contractors, service authorities |

**DELEGATIONS/AUTHORISATION**

This position has no delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf&size=474619&link=../Files/S6_Instrument_of_Delegation_to_Members_of_Council_Staff_-_3_March_2015.pdf) to Members of Council Staff, [S7 Instrument of Sub-delegation](http://intranet.wellington.vic.gov.au/Page/Download.asp?name=S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf&size=1522050&link=../Files/S7_INSTRUMENT_OF_SUB_DELEGATION_28_AUGUST_2015.pdf) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](http://intranet.wellington.vic.gov.au/Page/Page.asp?Page_Id=1200&h=0).

**QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE**

**Accountability and Extent of Authority**

* Coordination, control and supervision of workforce, equipment and contractors, including supply of parts and materials in a timely, effective and safe manner, such as to ensure maintenance objectives are met.
* Efficient and effective carrying out of instructions to achieve the safety of self and others.
* Ensuring the quality of work carried out by team.
* Ensuring quality customer service provision to the community.
* Allocating employees and plant to undertake specific projects.
* The operation of vehicle and plant in accordance with relevant Acts and Regulations.

**Judgement and Decision Making**

* The Leader will make decisions relating to operations within the constraints of approved work programs, budget, plans and specifications.
* Apply appropriate Horticultural and Turf skills in assisting crews to carry out landscape development and maintenance.
* Ability to make on-site decisions on maintenance problems.
* Ability to evaluate when routine practices are not viable and to suggest alternative practices.
* Ability to think laterally to assess the works required compared with established practices.
* Ability to initiate better ways of performing or improving these works and practices.

**Specialist Knowledge and Skills**

* Develop and maintain annual programs for horticulture, irrigation, mowing, pruning, spraying, fertilizing and pest and disease control in all defined areas.
* Maintain all horticultural equipment including daily pre-start checks, records and reporting on any maintenance requirements (periodic safety inspections and tests).
* Assist with introduction and selection of new plant and machinery.
* Assist staff in obtaining adequate training for the safe operation of plant and associated equipment, particularly pesticide equipment.
* Good knowledge of open space maintenance techniques including mowing, horticultural and arboriculture requirements as appropriate.
* Good knowledge of materials and other relevant horticultural resources.
* Capable of operating and servicing light mechanical plant.
* Knowledge and understanding of Councils Equal Opportunity Policy.
* Knowledge and understanding of Traffic Management & Guidance Schemes.

**Management Skills**

* Ability to provide strong leadership to a large horticultural and turf maintenance team and achieve required maintenance objectives.
* Ability to train, develop and supervise others.
* Understanding of and ability to implement personnel practices, including Equal Employment Opportunity and OH&S.
* Ability to develop works program and to meet prescribed deadlines within the program.
* Ability to coordinate contractors and sub-contractors.
* Ability to prioritise work activities as the situation determines.

**Interpersonal Skills**

* Ability to direct and assist others in maintenance work as a member of a team in a cooperative manner.
* Capable of communicating effectively with a range of stakeholders including the public.
* Good verbal and written skills.
* Ability to gain co-operation and assistance from members of the public and other employees.

**Qualifications and Experience**

* Certificate IV in Horticulture (Diploma or higher preferable) or significant relevant experience.
* Experience coordinating large teams.
* Manual handling skills.
* Experience in the operation and servicing of light plant.
* Experience in the maintenance activities associated with public open space.

**The ability to obtain and maintain the following qualifications, registrations, certifications:**

* Current drivers licence with a medium rigid vehicle licence endorsement
* Elevated Work Platform
* Chemical Users
* Implement a traffic management plan
* Operate and maintain chainsaw (level 1)
* Vehicle Loading Crane and Lifting Gear
* Front End Loader Plant Assessment/Conduct wheel loader operations

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| **PEOPLE - RESPONSIBILITIES**  Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities. |

* Undertake regular meetings with all direct reports and provide constructive feedback, coaching and direction to ensure position requirements and Corporate Performance Indicators (CPIs) are being met effectively and efficiently.
* Undertake formal performance appraisals twice per annum with all direct reports to identify and acknowledge both achievements and opportunities for improvement against CPIs and position requirements.
* Ensure all team members (and self) are aware of and adhere to, Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).
* Ensure team members maintain the technical capability to perform their role and encourage skill development and learning where required.
* Communicate relevant matters via individual and/or team meetings.
* Undertake effective recruitment and training of staff.

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| **OPERATIONAL - RESPONSIBILITIES**  Developing technical knowledge, monitoring technical systems, managing stakeholder relationships. |

* Monitor and adjust plans and resources as required to ensure all CPIs, service levels and other targets are continually met.
* Coordinate the implementation of improved efficiencies and/or effective team work practices as per Wellington Excellence to ensure continuous improvement.
* Review Team Systems View at least once per annum to ensure currency is maintained and that all team members have a shared understanding of team purpose and direction.
* Coordinate the annual review of all team processes and identify and implement opportunities for improvement.
* Work collaboratively with all teams and other stakeholders to ensure that effective internal and external customer service is delivered, community engagement processes are followed and that all performance indicators and targets are met.
* Provide input into key business unit risks and mitigating actions and ensure that the risk management plan is up to date.
* Ensure that all team members, and self, maintain complete and accurate records of all work related activities including documentation and administration as per the Councils records management policy and adherence to the written style guide.

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| **SCHEDULING - RESPONSIBILITIES**  Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team’s work. |

* Ensure that team and individual staff activities contribute towards the achievement of business unit and organisational goals, demonstrating alignment through daily and/or regular planning and reporting activities.
* Plan and provide input into team budgets on a monthly and annual basis.
* Report monthly on the progress and percentage completion of CPIs, team projects and other monthly highlights in the corporate planning and reporting system.
* Accurately report service area data and other information annually to support LGPRF and Annual Reporting (as applicable).
* Resolve any audit findings within agreed time frames.
* Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

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| **POSITION SPECIFIC - RESPONSIBILITIES** |

* Lead a large team of Horticultural and Mowing Crew to develop and implement work plans and programs to ensure the delivery of high quality maintenance to public open spaces in accordance with Horticultural & Turf Maintenance Specifications and CPIs.
* Manage operation and maintenance of turf irrigation systems in accordance with established maintenance programs and CPIs.
* Operate plant in the most productive, efficient and safe manner in accordance with safe work practices and all relevant Acts and Regulations.
* Maintain knowledge of current horticultural and turf management and maintenance materials, methods and techniques through involvement in industry forums, training and information gathering.