

POSITION DESCRIPTION

Position Title:	Team Leader Parks Infrastructure Maintenance
Position Number:	7044
Group:	Planning and Infrastructure Services
Business Unit:	Infrastructure Services
Service Unit	Recreation and Facilities
Reports To:	Parks Management Officer
Grade:	9
Hours of Work:	38 hours per week
Last Date of Review:	April 2021
Last Date of Evaluation:	January 2018

Role Function Summary

The position is responsible for the daily planning of a small work team that undertakes maintenance and improvement works on various Council assets, including but not limited to playgrounds, street and park furniture and fencing across the Local Government Area. In addition, the role is responsible for the broad acre mowing of sports fields and reserves.

Key Responsibilities (Major and Essential Job Functions)

- Lead, support, and coach staff of the area.
- Plan and programme work's and organise the necessary resources to undertake programmed and reactive park maintenance duties
- Liaise with the Parks Management Officer on a regular basis regarding quality matters associated with current and future improvements to operational procedures.
- Provide quality customer service to internal staff and other stakeholders to ensure customer needs are met in a timely manner
- Develop and implement maintenance schedules and maintain registers associated with duties such as mowing.
- Champion a safe and healthy workplace and fair and equitable work practices.
- Ensure records are kept in accordance with Council's policies and relevant legislation with respect to WHS, contractors, plant, timesheets, and the like.
- Ensure timely and regular updates regarding project and work status, resources, risks, staffing matters and the like, are provided to the Parks Management Officer.
- Provide timely, constructive input into decision making and problem solving of works issues.
- Provide afterhours emergency services when rostered to do so.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence, and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission, and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESSP - Engaged people; Safe and Sustainable workplace; and a Performance based culture.
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none">• Integrity: We act with commitment, trust, and accountability.• Respect: We are open, honest, inclusive, and supportive.• Excellence: We strive to achieve the highest standards.• Innovation: We are creative, progressive, and strategic.• Enjoyment: We promote a harmonious, productive, and positive workplace.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management, and quality assurance as they relate to this position.</p>

Organisational Relationships

Internal Relationships:	Coordinator Recreation and Facilities, Parks Management Officer, Team Leader Parks and Parks team.
External Relationships:	Customers, Community, Government Departments and Community organisations.
Direct Reports:	Parks Operators
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Certificate III in Landscape or related field with experience in the implementation and delivery of maintenance programs
- Demonstrated ability to work with and manage small teams to ensure duties are performed to set standards and within established timeframes.
- Demonstrated ability to prioritise, coordinate and deliver a range of proactive and reactive work activities
- Demonstrated initiative, a flexible and proactive approach and enthusiasm including a willingness to respond to an ever-changing work environment.
- Proven current experience in undertaking the work and tasks associated with parks infrastructure construction and maintenance including but not limited to playground/street furniture and irrigation installation using small plant and power tools.
- Demonstrated ability to read and interpret drawings and plans and perform basic calculations.
- Demonstrated high level written, verbal and interpersonal skills.

- Well-developed computer literacy skills in the use of a variety of computer software packages

Desirable Criteria:

- Certificate III in Horticulture
- ChemUse Certificate
- Elevated Work Platform ticket

Licences and Tickets:

- MR Class Drivers Licence
- WHS Construction Induction (White Card)

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting			✓			✓						
Walking	✓						✓					
Standing		✓					✓					
Bending	✓					✓						
Squatting	✓					✓						
Climbing	✓					✓						
Kneeling	✓					✓						
Twisting	✓					✓						
Lifting	✓					✓						
Driving		✓							✓			

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

<input checked="" type="checkbox"/>	Operating mobile plant	<input checked="" type="checkbox"/>	Working with paints, solvents, oil, grease
<input checked="" type="checkbox"/>	Light repetitive handling	<input checked="" type="checkbox"/>	Cold environment
	Dog/cat control	<input checked="" type="checkbox"/>	Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	<input checked="" type="checkbox"/>	Customer contact
<input checked="" type="checkbox"/>	Garbage collection	<input checked="" type="checkbox"/>	Screen based work (intermittent)
<input checked="" type="checkbox"/>	Office, toilet cleaning		Screen based work (constant)
<input checked="" type="checkbox"/>	UV exposed	<input checked="" type="checkbox"/>	Clerical deadlines
<input checked="" type="checkbox"/>	Herbicide/Pesticide use	<input checked="" type="checkbox"/>	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
<input checked="" type="checkbox"/>	Walking on Slopes / Hills / Gradients		Motor trades work
<input checked="" type="checkbox"/>	Walking on uneven surfaces		Childcare
	Working with bitumen		Hospitality
<input checked="" type="checkbox"/>	Working with concrete	<input checked="" type="checkbox"/>	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: Team Leader Parks Infrastructure Maintenance

Employee:

Skills Progression Requirements: <input checked="" type="checkbox"/> Achieved Step	Salary Step	N/A	1	2	3	4
Certificate III in Landscape or related field with solid experience in the implementation and delivery of parks management programs	1					
Demonstrated ability to work with and manage small teams to ensure duties are performed to set standards and within established timeframes.	1					
WHS Construction Induction (White Card)	1					
Demonstrated experience in undertaking the work and tasks associated with parks infrastructure construction and maintenance including but not limited to playground/street furniture and irrigation installation using small plant and power tools.	1					
Demonstrated commitment to WHS	1					
Demonstrated ability to plan and organise work for work team	2					
Demonstrated professional, consistent, and flexible approach to allocated tasks with a strong solution orientated attitude.	2					
Demonstrated ability to safely operate and adequately maintain plant/equipment safely and effectively.	2					
Successful completion of 30% of positions training requirements. Refer to Position Training Requirements	2					
Demonstrate ability to undertake tasks without supervision	2					
Demonstrated ability to use electronic devices to record maintenance activities in the field	3					
Demonstrate ability to facilitate and manage allocated tasks including plant inspections, checking tickets, traffic plans and site inductions	3					
Demonstrated ability to cross skill through performing responsibilities of other team members.	3					
Successful completion of 60% of positions training requirements. Refer to Position Training Requirements	3					
Demonstrated ability to act in higher position for less than two weeks	3					
Demonstrated ability to identify and implement potential improvements and/or alternative solutions	4					
Demonstrated ability to mentor other team members	4					
Successful completion of 100% of positions training requirements. Refer to Position Training Requirements	4					
Demonstrated ability to act in higher position for more than two weeks	4					
Completion of further studies in Horticulture or related discipline	4					

Skills Review Year (eg 2018): _____ Position: _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on employees skill progression:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				