

## Position Description: **Team Leader – Recreational Assets**

### POSITION DETAILS

|                                         |                                |                              |     |
|-----------------------------------------|--------------------------------|------------------------------|-----|
| <b>Position grade</b>                   | Grade 8                        |                              |     |
| <b>Position type</b>                    | Permanent, full-time           |                              |     |
| <b>Reports to</b>                       | Supervisor Recreational Assets |                              |     |
| <b>Department</b>                       | City Open Spaces               |                              |     |
| <b>Job function group</b>               | Operations                     |                              |     |
| <b>Staff reporting responsibilities</b> | Nil                            | <b>Budget responsibility</b> | Nil |

Our purpose is to provide valuable services that strengthen and support the Cumberland Community. Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Team Leader – Recreational Assets will lead a team in undertaking a range of specialist horticultural management activities that will guide the maintenance of Council's recreational assets, ensuring the parks are in excellent condition, safe and suitable for use by the community. This role will also assist in ensuring customer and community satisfaction with Council's recreational assets operations are met.

### QUALIFICATIONS AND EXPERIENCE

#### ***Essential***

- Relevant trade qualifications (e.g. Trade based apprenticeship, Certificate III in Parks and Gardens, Horticulture, Turf Management or Landscape Construction) and/or extensive relevant experience
- Demonstrated knowledge and experience in preparation of horticultural maintenance plans and work schedules
- Demonstrated ability to plan, coordinate resources and undertake bush regeneration activities across a variety of sites, experience on Cumberland Plain highly regarded
- Proven ability to effectively lead, supervise and co-ordinate team members and external contractors in the delivery of maintenance and project works across a multiple of sites

- Demonstrated knowledge of current trends, industry best-practice and new developments relating to natural area management and bush regeneration activities.
- Demonstrated experience in operating small plant and equipment, including small hand tools, and power tools.
- Demonstrated ability to deal in a positive and courteous manner with the public and other staff whilst providing leadership to others
- Sound verbal and written communication skills – ability to write clearly and neatly when completing necessary paperwork
- Ability to work as part of a team and with contractors, having good interpersonal skills
- Sound knowledge and practical application of WH&S principles and the Work Health and Safety legislation
- Sound Computer Skills and ability to adapt to new systems and operate a range of devices including ipads
- Hold a current Class C drivers Licence
- Hold a current 'ChemCert' (Chemical Handling) qualification
- Hold a current General Induction for Construction Work in NSW (white card).

### ***Desirable***

- Loader or bobcat competency
- Hold a current senior first aid certificate

### **EMPLOYMENT SCREENING CHECKS**

- ☐ Qualification/s verification
- ☐ Drivers licence check

### **DUTIES AND RESPONSIBILITIES**

- Provide leadership, supervision, technical and other assistance to members of their team
- Utilising industry best practice develop, implement and review annual site works plans
- Ensure work of the team is performed in a timely, cost effective manner to prescribed quality standards and to meet customer needs.
- Identify and prioritise future works and enhancement opportunities, recommend appropriate resources and timeline for implementation
- Supervise the operation of plant and equipment, ensuring compliance with manufactures guidelines
- Work in a team environment and encourage crew development, including identifying training needs for staff
- Undertake scheduled bush regeneration, revegetation and weed control activities
- To provide operational support to other open space team members including apprentices by leading, coaching and providing specialist support services
- To operate small plant and equipment
- Maintain complete and accurate records of works undertaken



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- Participate in trials of new techniques and systems of work to improve work practices and productivity
- Effectively utilise Council's online systems, including but not limited to:
  - Tech1
  - Kronos
  - Vault
- Carry out all duties in accordance with all relevant legislative, industrial and Council policy requirements and standards and procedures including the areas of EEO, Code of Conduct, all staffing policies
- Maintain a high standard of work quality, safety and environmental protection in all works under your control
- Practically apply WH&S principles and maintain all requirements of the Work Health and Safety legislation
- Conduct on site risk assessments at each job location
- Actively participate in all training requirements including the training of other work colleagues
- Act in a manner consistent with the values of Cumberland Council and demonstrate integrity, inspiring trust, avoiding conflicts of interest and promoting high standards in all work
- Undertake other parks operations duties as required.
- Assist with identifying natural asset improvements and capital works for further consideration
- Work with Council's Capital Works team to deliver project management of capital works and asset programs within Council open spaces
- Monitor contractors and ensure they provide a quality service and act in accordance with requirements while observing councils WH&S standards as advised by their supervisor
- Support team members by leading, coaching and providing technical support.

## **YOUR CORPORATE ACCOUNTABILITES**

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

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Council's Personal Protective Equipment Procedure
- Comply with Council's COVID-19 Vaccination Procedure throughout employment with Council
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively



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implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

### ***Child Safe Organisation***

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

### ***Fraud and Corruption Prevention***

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

### ***Customer Service***

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

## **SIGNATURE AND ACCEPTANCE OF POSITION**

**Employee name**

**Employee signature**

**Date of acceptance**



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