

POSITION DESCRIPTION

Position Title General Hand Parks and Reserves	HR5049 Position Level Level 3 – City of Bunbury Employees 2024 Enterprise Agreement	Reports to Supervisor Parks and Reserves	Primary Location Works Depot
Role of position To provide safe, aesthetically pleasing recreational facilities for residents and visitors to the City of Bunbury. To undertake maintenance tasks in the areas of horticulture, turf maintenance, landscape structures, trees and reticulation as directed by Supervisors and in accordance with service level agreements. To contribute as a team member through identification of initiatives to ensure that Parks and Reserves maintenance tasks are carried out safely, efficiently and effectively. Assist all other teams as requested and / or required.			
Accountabilities • Maintains landscaped areas to specified standards inclusive of but not limited to pruning, weeding, fertiliser/herbicide application, litter collection, returfing, sweeping, planting and garden bed preparation. • Maintains turfed areas to specified standards including but not limited to lawn mowing, lawn edging, fertiliser application, weeding, tree pruning, herbicide application, renovation works and litter collection. • Maintains irrigation systems to specified standards including but not limited to controller programming/operation, irrigation system installation, repair and maintenance, monthly water auditing and system checks and ensures responsible use of water allocations. • Maintains and operates minor plant and equipment (e.g. blowers, hedge trimmers, chainsaws, plate compactors, cement mixers, brush cutters, turf maintenance equipment) safely and in accordance to manufacturer's instructions • Maintains, inspects, repairs and reports on landscape infrastructure assets such playground equipment and park furniture. • Identifies and reports faults and potential hazards to park assets (that can't be rectified by the reporting person) to Supervisor. • Applies chemicals and biological agents in accordance with manufacturer's instructions and maintains appropriate records of applications. • Maintains up to date plant maintenance records and reports faults in accordance with department requirements. • Actively participates in team meetings. • Required to make technical and operational decisions relating to own safety and that of other employees and public. • Complete daily timesheets in a timely manner, ensuring the accuracy of the information provided. • Completes daily safety documentation (take5, JSA etc) as required. • Assists other work teams as required and as directed by Supervisor. • Comply with the fitness for work policy Internal Relationships • All City of Bunbury employees External Relationships • Residents and Ratepayers • Local Government Agencies • Contractors		Essential Criteria • Completion of Trade Certificate or Cert III Horticulture or extensive industry experience. • Demonstrated working knowledge of turf, horticultural, landscape or reticulation maintenance. • Possession of MR or HR Class WA Drivers Licence or equivalent. • Current White Card. • Sound knowledge of Occupational Health and Safety requirements. • Good communication and interpersonal skills both written and oral. • Ability to read and work to plans and specifications. • Commitment to working in a team and with a positive work attitude. • Sound level of physical health and fitness and able to undertake manual outdoor duties. Desirable Experience • First Aid certificate (Basic or Advanced) • Completion of Worksite Traffic Management and/or Traffic Control qualifications. • Certificate in Chainsaw Operation or equivalent. • Previous experience in local government. • General knowledge of Equal Employment Opportunity guidelines. • AUSCHEM accreditation. Accountabilities and Delegations • Works under limited supervision of the Supervisor and is required to exercise initiative/judgement within the limits of statutory requirements and council policies, procedures and guidelines and in accordance with the requirements of the Service Level Agreement. • Prioritises own work to ensure all tasks are performed within a satisfactory timeframe and in line with the City of Bunbury's policies and procedures. • Freedom to act limited by standards and procedures. • Assistance readily available when required.	

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Mission Statement

Welcoming and Full of Opportunities

Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

We are Community

- We are **one team**
- We keep each other **safe**
- We display **empathy and respect**
- We have **fun** and **celebrate** our successes
- We work together to **achieve** great outcomes

We are Open

- We are **open to opportunities**
- We **actively listen** and think things through
- We are **inclusive** and treat everyone **equally**
- We are **honest** and open in our **communications**
- We are open to feedback to **improve** our performance

We are Brave

- We **lead the change, we own it!**
- We **trust** and **empower** each other
- We have the **difficult conversations early**
- We hold ourselves to the **highest standard**
- We have the **courage** to improve and **simplify**

#WEARECOB

Misconduct

City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.

Employees must:

- Apply accountable and ethical decision making principles within the work environment.
- Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003.
- Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO.

Risk Management

- Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.

Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures.
- Consult and cooperate with workers and WHS representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely.
- Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls.
- Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately.
- Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment.
- Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

Workers must:

- Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation.
- Participate in the development of a healthy and safe workplace.
- Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local policies and procedures.
- Cooperate with management in its fulfilment of its legislative obligations.
- Report any injury, illness, hazard or near miss immediately, where practical to their supervisor.
- Familiarise themselves with the work health and safety policies and procedures
- Not wilfully or recklessly interfere with safety equipment.

Accountable and Ethical Decision Making

- Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Act fairly and justly, abiding by principles of due process and natural justice.
- Be accountable and transparent.
- Do your job effectively and as efficiently as possible.
- Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct.
- Declare any potential conflicts of interest.

Name:

Signature:

Date: