



Croydon Shire Council

Position Description

Position Title	Parks and Gardens – Leading Hand
Department	Infrastructure
Award	Queensland Local Government Industry Award – State 2017 (Stream B)
Award Classification	Level 5 – Above Award Rate
Position Type	Full Time - 38 hours per week
Reports To	Town Services Supervisor

Position Objective

The position will be responsible for staff supervision of the Parks and Gardens team and the efficient and effective use of resources while undertaking required work of council's parks, gardens and facilities maintenance programmes across the shire.

Duties and Responsibilities

Service delivery

- Assist in the day-to-day management and coordination of appointed work teams.
- Monitor operations to ensure compliance with project objectives and agreed parks and gardens practices and procedures.
- Determine weekly materials in consultation with the Supervisor and ensure their availability
- Manage and implement all parks and gardens maintenance programs in the Shire to a high standard, including mowing, maintenance and upkeep of garden beds, street trees, public open spaces, verges, weed control and maintenance and/or repair of reticulation systems.
- Operation of relevant plant and equipment in a safe and efficient manner to achieve specified maintenance standards in Shire parks, reserves, gardens and/or other community assets.
- Conduct routine and scheduled checking and minor maintenance of plant as required on a daily basis.
- Manage and facilitate maintenance of irrigation systems to assist in water conservation
- Manage and facilitate maintenance and upgrades of street furniture, playground equipment and other infrastructure to relevant standards.

Administration and support

- Assist in monitoring annual budgets, delivery and management of capital works projects, contract management, provide assistance developing service level agreements and policies and procedures
- Exercise sound judgement, initiative, confidentiality and sensitivity in the performance of work.



Teamwork/ People Management

- Working collaboratively across the shire with other Council Departments in identifying potential opportunities for innovation and improving the efficiency and effectiveness of Council's operations.
- Lead, motivate, develop and support reporting staff, to achieve organisational goals.
- Facilitate on the job training of the team members involved in parks and gardens operations, conducting inductions where required.
- Assist the Supervisor to provide leadership and motivation to the parks and gardens team.
- Develop effective teamwork and multi-skilling within the parks and gardens team.

Stakeholder engagement

- Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.

Code of Conduct

- Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct may be subject to disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, Councils Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Advisor. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.
- Mandatory attendance at Toolbox talks and training.

General

- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence. Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
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- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.



- The employee shall show a spirit of cooperation with their supervisors, other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees maintain a minimum current manual "C" class driver's licence at all times where driving forms part of regular work activities. Some roles may require additional licenses as specified below.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

Skills

Mandatory:

1. Experience in small plant operation including mowers, brushcutters, chainsaws and like equipment.
2. Previous supervision of external work teams (local government or private sector).
3. Ability to work in a team environment and support other members.
4. Sound level of interpersonal and communication skills.
5. Sound level of numeracy and literacy skills.

Desirable:

1. Previous experience in local government field.
2. Demonstrated change management experience.
3. Experience working in a horticulture, arboriculture or similar field.
4. High level of computer literacy and ability to learn new systems/processes.
5. High level of personal initiative, be self-motivated and have good time management, planning and
6. organisational skills

Qualifications / Experience

Mandatory:

1. Minimum of Queensland C class provisional driver's licence.
2. There are no mandatory qualifications or requirements for this position. However, council values the enhanced work performance which may be gained from the expanded knowledge base and skills acquired during formal tertiary training and encourage both existing and potential staff to participate in lifelong learning.



Desirable:

1. Certificate IV WHS (or equivalent) or willing to undertake within 12 months of commencement
2. Minimum completion of Year 10 High School Certificate
3. Sound level of computer literacy including MS Word, Excel and Outlook.
4. Current Queensland 'C' Class Drivers Licence (Manual)

Key Performance Indicators (KPI's)

- Effective maintenance and upkeep of Councils open and Public Spaces
- Compliance with all policies and procedures applying to the duties of the position.
- Professional relationship with internal and external customers including direct team.
- Customer service and engagement are carried out to a high standard.
- Attendance at meetings, including tool box talks
- Compliance with Croydon Shire Council's Work Health and Safety Management System, including policies, procedures, standards and work instruction.
- Compliance with Croydon Shire Council's Code of Conduct.
- Contribution to the efficient and productive operation of the Local Government Organisation.

Selection Criteria

- Demonstrated experience in operational works planning to manage resources and timeframes to deliver expected outcomes.
- Demonstrated strong attention to detail, analytical skills and ability to methodically problem solve.
- Demonstrated ability to coordinate operational works activities and conduct meetings.
- Demonstrated ability to deal with customers at all levels in a professional and courteous manner.
- Demonstrated experience in meeting deadlines and working in a fast-paced environment.

Certification

I have read the position description, and I am aware of the position requirements.

Employee:

Employee Signature _____

Date ____/____/____

Chief Executive Officer:

Chief Executive Officer Signature _____

Date ____/____/____