

Position Description

A. POSITION PROFILE

Position:

Parks & Gardens Supervisor

Position Evaluation:

Award: Band Level

Salary System Grade: 13

Conditions of Employment:

Australian Citizen or Right to Work in Australia

Local Government (State) Award

Permanent Full-time

Additional Benefits:

Nine Day Fortnight

12% Superannuation

Position Occupant:

Vacant

Department:

Operations

Section/Group:

Gundagai Regional Services

Location:

Cootamundra ☐

Gundagai ☒

Direct Supervisor:

Manager Regional Services Gundagai

Number of Staff Supervised by this position:

6

B. STATEMENT OF FUNCTION

This position oversees the operation and project management of Council's Gundagai Parks and Gardens, Sporting Grounds and community facilities within the area of responsibility along with staff associated to the area to ensure operations and activities are completed to expected standards and within allocated timeframes. The position is required to participate in rostered on-call and call-out duties, responding to operational and emergency situations as required, and provide first aid assistance within the scope of relevant training and qualifications.

C. KEY RESPONSIBILITIES

1. Co-ordinate and supervise the parks and gardens section to ensure expected outcomes and activities are achieved in accordance with Council adopted Specifications, Policy and Procedures within specified timeframes.
2. Assist in the development of Divisional/Unit annual budgets, capital projects, and work schedules
3. Organise and deliver all labour, materials, and plant to ensure works delivery is cost effective and efficient.
4. Ensure Council's sporting grounds, parks and gardens and recreational areas are maintained to a high standard with a focus on public safety.
5. Ensure Council's tree management plan, with particular attention to Council's street tree program is implemented.
6. Liaison with the community members as and when required and manage all relevant correspondence and communications as required with council's corporate management system.
7. Monitor the skills and performance of supervised staff and make recommendations to management regarding training requirements and performance management.

POSITION NUMBER

9033

DATE ADOPTED:

29/8/2017

APPROVED BY:

General Manager

LAST REVIEWED:

September 2026

8. Assist the Managers & Supervisors of other Divisional Units as and when required
9. Ensure compliance with Council's WHS policies and procedures.
10. Ensure compliance with relevant Acts and Regulations associated with functional area.
11. Ensure that employee timesheets, plant sheets and other work sheets required within the section are completed correctly and submitted in a timely manner.

D. DUTIES

1. Oversee and undertake maintenance and minor repair works to Council's open spaces, street trees, building facilities and structural assets such as cleaning, tidying, weeding, spraying, mowing, pruning, fertilising and mulching.
2. Prepare basic reports on matters relating to the section for submission to Council Management as and when required.
3. Assist with the design and implementation of landscaping construction, planting, concreting, paving and fencing projects.
4. Implement, and monitor contracts, Scope of Works, Management and Maintenance Plans associated with public recreation and facilities in accordance with work programs
5. Undertake and comply with risk assessments and work method statements (WMS) in relation to worksite activities.
6. Assist with responses to and provide feedback for Council's Customer Action Request System (CARS).
7. Provide information to Managers/Supervisors on all aspect of duties undertaken and accurately complete required workplace records.
8. Oversee the training of Parks and Gardens staff.
9. Operate and maintain plant, tools and equipment to achieve Council's goals and objectives subject to the level of training and licencing achieved.
10. Attend to maintenance, cleaning and repairs of Council assets as directed.
11. Undertake training to update, maintain and advance personal skills and knowledge and in compliance with relevant workplace legislation.
12. Respond to emergency situations as requested, coordinating activities within the work area to provide effective assistance, and undertake rostered on-call duties as required in accordance with the applicable employment award.

Supervision

13. Co-ordinate and monitor the work and performance of subordinate staff.
14. Mentor and train staff, conduct skills and performance appraisals as required by Council's Salary System.
15. Manage and supervise works projects, ensuring safe work practices are adhered to and completion within required timeframes.
16. Undertake hazard identification and safety procedures and checks including traffic control when required.
17. Carry out any other duties that are within the limits of the employees' skill, competence and training.

E. ESSENTIAL CRITERIA

1. Tertiary qualifications In Horticulture or similar discipline at Certificate III level or above or equivalent.
2. Minimum of 5 years' experience in a similar role/position.
3. Current Class MR (Medium Rigid) Drivers Licence or higher.
4. WHS Construction Induction (NSW White card) or equivalent.
5. Demonstrated high level communication and interpersonal skills including customer service, negotiation and conflict resolution.
6. Chainsaw Operation certificate (Level 2).
7. Previous experience and knowledge of public facility repair and maintenance.
8. Demonstrated experience in operation and maintenance of small plant and equipment.
9. Working knowledge of roles and responsibilities under the WHS Act 2011.
10. Willingness to be on on-call roster and undertake on-call duties.
11. First Aid Certificate.

F. DESIRABLE CRITERIA

1. Tertiary qualification in Open Space, Horticulture, Environmental Management or Project Management.
2. Completion of Outdoor Playground Inspectors Course or equivalent.
3. Current Class HR (Heavy Rigid) Drivers Licence or above or equivalent.
4. RMS Traffic Controller Certification (Blue Card or equivalent).
5. RMS Traffic Control Implement/Apply Traffic Control Plans certification (Yellow card or equivalent).
6. Project Management Experience.