



Position Description

Parks and Streetscapes Team Member

Our City

Situated 223kms from Perth, the City of Busselton is an important regional centre covering 1,454 square kilometres in the lower south west region of Western Australia. Our local government consists of approx. 500 employees proudly serving its fast growing community of approx. 45,000 residents.

Our Vision - Where environment, lifestyle and opportunity thrive!



Lifestyle

Our community is safe, welcoming and inclusive, with access to services and facilities to support good health and wellbeing.



Environment

Our environment is valued, conserved and able to be enjoyed by current and future generations.



Place

Responsible planning is helping the region to experience sustainable growth with retention and enhancement of our unique character, identity and lifestyle.



Opportunity

We have a vibrant and growing economy with diverse opportunities for everyone to learn, work and flourish.



Leadership

We actively engage with community to deliver visionary, collaborative and accountable leadership.

City Values

TRACE is our commitment to driving results and shaping a City where environment, lifestyle and opportunity thrive.

T

R

A

C

E



Teamwork



Respect



Accountability



Customer
Focus



Excellence

Position Details

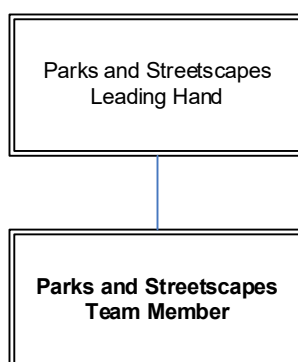
Title	Parks and Streetscapes Team Member
Position Number	215, 159,166
Directorate	Infrastructure and Environment
Reports to	Supervisor
Employment Type	Full time
Industrial Instrument	City of Busselton Industrial Agreement
Level	Outside Level 4

Position Overview

Summary of the key objectives of the position.

To participate in the development and maintenance of the City of Busselton's parks and gardens and associated infrastructure in accordance with established City of Busselton procedures.

Reporting Relationships



Key Duties and Responsibilities

General Duties

- Perform routine maintenance activities on City of Busselton's Parks and Gardens assets including weeding, mulching, tree lopping and pruning, grass mowing and edging, pest control, rubbish removal.
- Perform routine maintenance to City of Busselton's cemeteries and assist with the excavation and infill of graves as required.
- Assist with the implementation of the City of Busselton's Parks and Gardens Works Program including the planting of trees, shrubs, annuals, perennials and dune restoration works.
- Assist with the construction of new parks and reserves including the installation of bollards, boom gates and other parks infrastructure.
- Assist in the forward planning to gardens throughout the City of Busselton.

Plant Operation/Service/Repair

- Operate plant to maximise the usage in an efficient, effective and safe manner. Plant may (but not limited to) include:
 - Tractors / Loader / Excavator
 - Ride On Mowers / Push and Self Propelled Hand Mowers
 - Woodchipper
 - Turf Cutter
 - Weed sprayer
 - Chainsaws/Edgers/Whipper Snippers/Miscellaneous Minor Plant
 - Light/Medium Commercial Vehicles
- Clean equipment every day and clean down and securely store plant at the end of each day.
- Carry out daily checks in accordance with manufacturers recommendations; Arrange scheduled service, repair and maintenance of plant and equipment with the Workshop.

Team Participation

Be a proactive and positive member of the Parks Maintenance team, which includes:

- Taking care of own and others' safety by following safety procedures and instructions, wearing required PPE and reporting issues.
- Cooperating with, and gaining the cooperation of, other team members.
- Participating in problem solving, and conflict resolution within the team.
- Displaying a positive attitude and a commitment to building a positive team environment.
- Attending and participating in team meetings and discussions.
- Assisting with the planning and organising of resources.

Other Responsibilities

Responsible to ensure:

- Maintain all relevant records as required.
- That all activities are performed in accordance with established procedures.
- That plant and equipment is operated effectively and safely and within manufacturers' specifications.

- That all plant and materials are accounted for and kept secure. Ensure that lost property is reported immediately.
- That timecards are maintained in a timely and accurate manner.
- Willingness to work occasional overtime and on weekends as required.

Customer Service

- All team members must display a professional and courteous image towards all customers, road users and fellow City of Busselton staff at all times.

Corporate Responsibilities

- Exercise Workplace Health and Safety responsibilities as detailed in the WHS Policy and associated operational practices, procedures and guidelines.
- Uphold the City's values and behaviours.
- Understand the principles of customer service and undertake duties and responsibilities in accordance with the City's Customer Service Charter.
- Exercise continuous improvement responsibilities as detailed in the Process Improvement Framework.
- Undertake duties and responsibilities in accordance with code of conduct, corporate policies, operational practices and work processes.

Role Specific Competencies

The ideal candidate will be able to demonstrate/or obtain the below competencies:

- Minimum of 2 years' experience in a similar position and/or related Arboriculture or Horticultural experience.
- Strong communication and customer service skill.
- Current MR class motor Drivers Licence or ability to obtain.

Desirable

- Formal qualification in Horticulture or Arboriculture
- Current Basic Traffic Management and Traffic Control certification.
- High Risk Works Licences including; Dogmans and Confined Space.
- Chainsaw and Polesaw certification.
- HR Class Drivers Licence.
- Auschem or Chemcert AQF III.

Authorities

This position operates under the limited direction of the Supervisor within established legislative guidelines, policies of the Council and City Operational Practices and Procedures and guidelines

This position may authorise purchases and certify invoices to the value specified in the Employee Purchasing Authority Limits OP.

Appointment Pre-requisites

- National Police Clearance not more than six months old
- Proof of right to work in Australia
- Current C Class driver's licence
- White Card

Pre-employment Medical Screening

The following pre-employment medical screening is required for this role. This will be organised by Human Resources with all associated costs covered by the City of Busselton:

- Basic medical assessment
- Functional capacity assessment
- WorkCover hearing test