

POSITION DESCRIPTION

SUPERVISOR - BUSHLAND INFRASTRUCTURE

POSITION DETAILS

POSITION No:	XXXX	UNIT:	Bushland Infrastructure
EMPLOYMENT STATUS:	Full Time	LOCATION:	Bushland Depot
DIVISION:	Parks and City Amenity	CLASSIFICATION:	MO Level 2

OBJECTIVES

MISSION STATEMENT

Our mission is to ensure good governance of our capital City.

DIVISION OBJECTIVE

The Parks and City Amenity Division incorporates the Parks and Recreation Unit, Bushland and Reserves Unit, Open Space Planning Team, Cleansing and Solid Waste Unit, Fleet and Fabrication Unit, Cleary's Gates Depot management and The Doone Kennedy Hobart Aquatic Centre.

These units have responsibility for a wide range of function areas, including: parks and reserves management; bushland management; open space planning; cleansing and solid waste management; fleet management; emergency management and the management of The Doone Kennedy Hobart Aquatic Centre.

The principal purpose of the Division is to provide a high standard of excellence in respect of these functions, in our approach to customers and in the management of community assets.

POSITION OBJECTIVE

Supervise the delivery of approved projects, maintenance works and operations for assigned assets and activities within the Bushland Infrastructure Program.

Ensure the cost effectiveness and quality of field works and maintenance projects and effective deployment and development of staff and the appropriate acquisition, use and maintenance of plant and equipment.

KEY FUNCTIONS AND RESPONSIBILITIES

- Program, coordinate and supervise the Bushland Infrastructure resources including staff, contractors, equipment and materials to ensure work programs are completed safely and effectively and to agreed budgets and timelines.
- Ensure the Bushland Operations Depot is maintained in a clean, safe and functional condition, including vehicles, plant and equipment, and program specific areas.



City of **HOBART**

- Provide effective supervision, coaching and support to the Bushland Infrastructure team.
- Demonstrate and encourage behaviours within the team that align with the organisation's desired values and culture.
- Develop, review and continuously improve the Bushland Infrastructure works program using 'best practice' and innovative techniques wherever possible.
- Within the level of the role, project manage the scoping, preparation and implementation of minor projects and assist in the preparation and implementation of larger projects.
- Undertake and maintain management and administrative systems associated with reporting of works and associated resources.
- Ensure that the City's quality and environmental management systems, safe work procedures and the requirements of the Work Health and Safety Act are met in relation to activities, including the review and development of WH&S procedures, with oversight from the Program Leader Bushland Infrastructure.
- Day-to-day Pinnacle Rd oversight and where required, assist with the role of Bushland Duty Officer, hazard reduction burns or the overtime roster.
- Perform the role of designated Authorised Officer within Wellington Park, including dealing with illegal activities and liaison with Wellington Park Management Trust staff.

Work Health & Safety: To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.

Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

REPORTING RELATIONSHIPS

1. INTERNAL

The Supervisor - Bushland Infrastructure reports to the Program Leader – Bushland Infrastructure.

2. EXTERNAL

3. This role will be required to liaise with relevant external agencies, including the Wellington Park Management Trust and Department of Primary Industries, Parks, Water and Environment in particular, contractors, and the community.

4. DIRECT REPORTS

The role will supervise six direct reports.

5. INDIRECT REPORT

The role will supervise Contractors.

SELECTION CRITERIA

1. Certificate IV in Natural Area Management, Park Management or relevant discipline coupled with extensive knowledge, experience and skills in efficiently and effectively supervising the implementation of natural areas recurrent and capital field work programs, particularly involving visitor infrastructure.
2. Proven ability to effectively organise and supervise staff and contractors and extensive field work programming experience.
3. Demonstrated experience in the procurement of goods and services, including contractors, and the proper management and safe utilisation of plant, equipment and materials.
4. Well developed written and verbal communication and problem solving skills, including a proven ability to engage, negotiate and resolve minor issues and conflicts.
5. Proven ability to provide quality customer service consistent with the Council's Customer Service Charter.
6. Current Drivers Licence, Police Check, Working with Vulnerable People Check.
7. Current Workplace Level II Senior First Aid Certificate, Construction White Card, Medium Rigid Truck Licence, Traffic Management Stop/Slow bat, Chainsaw Operators Ticket.