

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Parks Management Officer
<b>POSITION NUMBER:</b>	TBA
<b>GROUP:</b>	Planning and Infrastructure Services
<b>BUSINESS UNIT:</b>	Infrastructure Delivery
<b>SERVICE UNIT:</b>	Recreation & Facilities
<b>SERVICE PACKAGE:</b>	Parks Management
<b>REPORTS TO:</b>	Coordinator Recreation and Facilities
<b>GRADE:</b>	12
<b>HOURS OF WORK:</b>	35 hours per week
<b>LAST DATE OF REVIEW:</b>	January 2017
<b>LAST DATE OF EVALUATION:</b>	January 2017

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### Function Summary:

The Parks Management Officer responsible for the implementation of maintenance programs for the parks and recreation areas across Council including the coordination of staff and contractors undertaking maintenance activities. This includes coordinating and liaising with various stakeholders regarding parks enquiries. In addition, the position is responsible for the delivery of the parks capital works program.

### Core Accountabilities:

- Lead, support and coach staff of the section.
- Ensure works by the Parks teams are carried out to service standards and service agreements.
- Delivery of major capital projects from conception to commissioning ensuring that these projects are delivered successfully in terms of quality, cost and time.
- Communicate priorities and timelines for maintenance and capital works to staff and the general public.
- Provide support and assist in the development of technical standards, procedures, guidelines and specifications to enable a consistent approach to parks management.
- Provide quality customer service to internal staff and other stakeholders to ensure customer needs are met in a timely manner
- Champion a safe and healthy workplace and fair and equitable work practices.
- Ensure records are kept in accordance with Council's policies and relevant legislation with respect to WHS, contractors, plant, timesheets and the like.
- Ensure timely and regular updates regarding project and work status, resources, risks, staffing matters and the like, are provided to the Coordinator Recreation and Facilities.
- Provide timely, constructive input into decision making and problem solving of works issues.

The incumbent is required to undertake any other duties, projects or tasks as directed by the Coordinator which are within his/her skills, competence and training.

## Our Community Vision

Singleton. Vibrant, progressive, connected, sustainable & resilient.

## Our Organisation Vision

ESP - Engaged people; Safe workplace; and a Performance based culture.

## Our Values and Behaviours

1. **Integrity:** We act with commitment, trust and accountability.
2. **Respect:** We are open, honest, inclusive and supportive.
3. **Excellence:** We strive to achieve the highest standards.
4. **Innovation:** We are creative, progressive and strategic.
5. **Enjoyment:** We promote a harmonious, productive and positive workplace.

## Organisational Relationships:

Within Program Area	Within Council	External to Council
<ul style="list-style-type: none"><li>• Manager Infrastructure and Delivery</li><li>• Coordinator Recreation and Facilities</li><li>• Team Leader Parks</li><li>• Parks Staff</li></ul>	<ul style="list-style-type: none"><li>• Other staff</li><li>• Managers</li><li>• Directors</li><li>• General Manager</li><li>• Elected Members</li><li>• Infrastructure Planning &amp; Programming team</li></ul>	<ul style="list-style-type: none"><li>• Customers</li><li>• Residents</li><li>• Government Departments</li><li>• Community Organisations</li></ul>

## Direct and Indirect reports

Number and position titles of positions reporting to this position either directly or indirectly.

No.	Direct Reports Position Title	No	Indirect Reports Position Title
2	Parks Team Leader	6	Parks Operator
1	Parks Team Leader Infrastructure Maintenance	1	CBD Caretaker
		1	Parks Apprentice

***Essential Criteria***

- A tertiary qualification in a relevant field with relevant experience extensive; or an equivalent combination of expertise and/or relevant experience and/or education/training.
- Demonstrated experience in the delivery of capital works projects.
- Demonstrated experience in the coordination of day-to-day field operations, including the supervision of field staff and contractors
- Sound people management skills to effectively lead, support and develop a team of field staff, to ensure the achievement of key results.
- Proven Work Health & Safety record, with a sound knowledge of core safe work practices associated with civil construction work sites.
- Proven ability to analyse information and produce meaningful, business-focused reports for sound decision making.
- Class C Drivers licence

***Desirable Criteria***

- WHS Construction Induction (White card).

**Physical Requirement/ Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT												
ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting			✓				✓					
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Swimming		N/A										
Driving		✓						✓				
Is there any requirement for manually lifting loads up to:	<input type="checkbox"/> 5kg <input type="checkbox"/> 10kg <input type="checkbox"/> 15kg <input checked="" type="checkbox"/> 20kg <input type="checkbox"/> 25kg <input type="checkbox"/> >30kg <input type="checkbox"/> >40kg											
Hand Manipulation Required?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>(If YES, complete questions below)</i>											
Repetitive Hand Movements?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO											
Simple Grasping? <i>(e.g. holding a bottle)</i>	<b>Right Hand</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO						<b>Left Hand</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
Power Grasping? <i>(tight grip)</i>	<b>Right Hand</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO						<b>Left Hand</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
Pushing Pulling? <i>(to or from the body)</i>	<b>Right Hand</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO						<b>Left Hand</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					
Fine Manipulation? <i>(fine finger movements)</i>	<b>Right Hand</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO						<b>Left Hand</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO					

Tick if these are requirements of the position:

<input checked="" type="checkbox"/>	Operating mobile plant	<input checked="" type="checkbox"/>	Working with paints, solvents, oil, grease
<input checked="" type="checkbox"/>	Light repetitive handling		Cold environment
	Dog/cat control	<input checked="" type="checkbox"/>	Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	<input checked="" type="checkbox"/>	Customer contact
<input checked="" type="checkbox"/>	Garbage collection	<input checked="" type="checkbox"/>	Screen based work (intermittent)
	Office, toilet cleaning		Screen based work (constant)
<input checked="" type="checkbox"/>	UV exposed	<input checked="" type="checkbox"/>	Clerical deadlines
<input checked="" type="checkbox"/>	Herbicide/Pesticide use	<input checked="" type="checkbox"/>	Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
<input checked="" type="checkbox"/>	Walking on Slopes / Hills / Gradients		Motor trades work
<input checked="" type="checkbox"/>	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
<input checked="" type="checkbox"/>	Working with concrete	<input checked="" type="checkbox"/>	Exposure to dust or fumes

## Skills Progression and Assessment Record:

**Position Title:**

**Occupant:**

<b>Skills Progression Requirements:</b> <input checked="" type="checkbox"/> Achieved Step	<b>Salary Step</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
A tertiary qualification in a relevant field with relevant experience or a lesser formal qualification with extensive and diverse experience in delivering parks programs.	1					
Demonstrated experience in the delivery of capital works projects.	1					
Demonstrated experience in managing customer service inquiries, requests and complaints	1					
Demonstrated ability to supervise, lead, motivate and develop staff.	1					
Demonstrated commitment to WHS	1					
Sound knowledge of computer programs, e.g. Microsoft Office, TRIM, Authority, Reflect.	2					
Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude.	2					
Demonstrate ability to plan, organise and supervise work	2					
Successful completion of 30% of positions training requirements. Refer to Position Training Requirements	2					
Demonstrate ability to implement environmental requirements	2					
Develop and review Council policies/procedures/protocols to ensure operations meet customer requirements	3					
Demonstrate ability to discuss and resolve a variety of problems and issues, and handle complaints	3					
Demonstrates initiatives by suggesting changes to work procedures that enhance Council's performance	3					
Successful completion of 60% of positions training requirements. Refer to Position Training Requirements	3					
Demonstrated ability to act in higher position for less than two weeks	3					
Demonstrated ability to identify and implement potential improvements and/or alternative solutions	4					
Demonstrated ability to mentor other team members	4					
Successful completion of 100% of positions training requirements	4					
Demonstrated ability to act in higher position for more than two weeks	4					
Completion of further studies in Horticulture or related discipline	4					

**Sign Off:**

*I agree to work in accordance with the requirements and expectations outlined in this position description.*

\_\_\_\_\_  
Job Holder Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Annual Skills Assessment:**

The following is to be completed at the time of the annual skills assessment.

**COMMENTS ON EMPLOYEE'S ATTITUDE AND APPLICATION TO WORK:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYEE'S COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**MANAGER/SUPERVISOR'S COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**DIRECTOR/EXECUTIVE MANAGER'S COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Position:** Parks Management Officer      **Occupant:** \_\_\_\_\_

**Skills Review Year** (e.g. 2010): \_\_\_\_\_

<b>Summary of Skills Assessment</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> <b>Proposed Salary Step Placement</b>				