



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Team Leader Parks Maintenance		
Position Number:	285, 280	Standard Position Hours:	38 Hours
Directorate:	Works and Infrastructure	Unit:	Open Spaces and Community Facilities
Salary Grade:	5	Award Band and Level:	Band 1 Level 4
Position Reports to:	Parks and Reserves Coordinator		
Staff Management:	3		
Budget Responsibility:			
Date Created:	1 May 2005	Date Last Reviewed:	22 June 2016
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 320 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure
- Open Spaces and Community Facilities
- Waste and Environment Services

This position is in the Open Spaces and Community Facilities team which covers the following functions;

- Community facilities, halls, centres and pools;
- Tree and vegetation management;
- Recreation areas and civic spaces, ovals, parks, playgrounds;
- Cemeteries.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 5.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objectives of this position are to:

- Deliver programmed parks maintenance and minor improvement works within predetermined time, quality and cost targets; and
- Provide sound leadership of a multi-skilled team, implementing best practice work methods whilst satisfying all statutory requirements.

KEY ACCOUNTABILITIES

1. Coordinate and complete programmed works, including, but not limited to, the following;
 - Routine and Periodic Maintenance of Parks, Playgrounds and Playing Fields.
 - Periodic inspections of Playground equipment and soft fall for Safety requirements.
 - Installation and maintenance of automatic watering systems.
 - Construction of new and improvements to existing Parks, Playgrounds and Playing Fields.
 - Construction and maintenance of garden beds and paving in association with other works activities.
 - Construction and maintenance of furniture and shelters for parks, gardens and playing fields.
 - Grave site preparation and maintenance of cemeteries.
 - Co-ordination of broad area mowing, including open spaces, road verges and aerodrome.
2. Ensure that program works are completed within established time, quality and cost target, including;
 - Coordinating and undertaking scheduled works.
 - Adopting best practice work methods on programmed works tasks.
 - Forecasting and co-ordinating the provision of labour, plant and materials.
 - Ensuring compliance with all statutory requirements.
 - Interpreting work requirements and undertaking quantity and survey calculations necessary to complete the works.
 - Ensuring appropriate plant type and capacities which are required to undertake the work are utilised on all projects.
 - Liaising with residents, members of the public, service utilities, contractors and other stakeholders during the course of the works.
3. Lead and manage a maintenance team, including;
 - Coordinating the operational activities of all team members.
 - Undertaking workplace assessments of team members in accordance with Council's policies.
 - Assisting with the development and training of team members.
 - Monitoring performance of team members and provide feedback as required.
 - Providing on-going feedback to the Coordinator on the performance of team members.
 - Actively encouraging team harmony and cooperation and ensuring that a positive example is set for the team.
 - Assist with performance appraisal of team members.
 - Developing and maintaining a team culture which displays excellent work ethics and strives to continually improve to produce the best possible outcomes for Council
4. Undertake the safe operation and maintenance of plant and equipment including but not limited to ride on mowers, brush cutter, edger's, blowers, chainsaws, hedgers plus various hand tools in accordance with council best practice principles.
5. Complete relevant administration task including but not limited to daily diary notes, timesheets, running sheets, site risk assessments, pre-start checks, playground check lists, incident reports, purchase orders, basic computer tasks in line with Councils procedure.
6. Complete and respond to customer requests in an efficient and timely manner.
7. Perform hands on work with the team members to facilitate completion of project

8. Ensure that best practice work methods are adopted on work tasks.
9. Develop and maintain a positive team culture focused on teamwork and cooperation.
10. Undertake works in accordance with all relevant quality, environmental and WHS requirements.
11. Maintain the health and safety of the general public and Council staff during the execution of works by ensuring safe work practices are adopted and adhered to in accordance with Council's WHS policy and procedures.
12. Ensure a positive image of Council is promoted throughout the community through courteous, responsive and efficient service.
13. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Demonstrated strong experience in parks maintenance and a thorough knowledge of landscaping techniques and procedures used for the construction and maintenance of parks, playgrounds and sporting fields.
2. Demonstrated effective team leadership skills and the proven ability to develop and maintain a team environment which fosters teamwork, cooperation and mutual respect.
3. Demonstrated ability to manage the performance of staff and provide appropriate feedback and training.
4. Demonstrated thorough knowledge of the seasonal requirements, preparation and marking of sporting fields.
5. Demonstrated thorough knowledge and experience in the safe operation and maintenance of minor plant and equipment specific to parks maintenance.
6. Demonstrated effective verbal and written communication skills and sound literacy and numeracy skills.
7. Demonstrated knowledge and understanding of Workplace Health and Safety requirements.

Essential Certificates, Licences and Tickets

8. Certificate III in Horticulture, Green Keeping or other relevant equivalent qualifications, or relevant equivalent experience.
9. Holder of all of the following;
 - Current MR drivers licence.
 - Work Safely in the Construction Industry Certificate (White Card).
10. Holder of, or willingness and ability to obtain within 3 months of commencement, all of the following;
 - Current Safe Electrical Approach Certificate

Highly Desirable

1. Proven ability to program and schedule daily work tasks and deliver works within time, quality and cost targets.
2. Demonstrated ability to undertake material quantities calculations and determine resource requirements.
3. Demonstrated basic computer skills.
4. Demonstrated knowledge of erosion and sedimentation control techniques

SIGNATURE

Employee

Full Name:

Signature:

Date: