



City of
Norwood
Payneham
& St Peters

LEADING WORKER, PARKS & GARDENS

POSITION & PERSON DESCRIPTION

September 2022

POSITION DETAILS

DEPARTMENT:	Infrastructure & Major Projects
UNIT:	City Services
SECTION:	Parks & Gardens
ORGANISATIONAL RELATIONSHIP:	<p>The Position reports to the Works Coordinator, Parks & Gardens</p> <p>The Position is also expected to work in collaboration with the City Arborist, City Assets staff, Depot and Field staff and other staff throughout the organisation, as required.</p>
DIRECT REPORTS:	Up to 15 staff whose classifications could range between Municipal Employee Grade 1 and Municipal Employee Grade 6.
AWARD:	<i>Local Government Employees Award and the City of Norwood Payneham & St Peters' Local Government Employees Enterprise Agreement</i>
CLASSIFICATION:	Municipal Employee, Grade 6 – Grade 9, based on skills, qualification and level of experience
SPECIAL CONDITIONS:	

POSITION OVERVIEW

The Leading Worker, Parks & Gardens is responsible for assisting the Work's Coordinator to deliver the expected outcomes of the team primarily through provision of onsite leadership and supervision. This includes undertaking a wide variety of hands-on tasks associated with the maintenance of Parks & Gardens such as irrigation testing and repairs, playground inspection, reports and repairs, garden maintenance, such as mowing, weeding, mulching, planting, watering, fertilising and cleaning.

In addition, the position may from time-to-time be required to provide advice to the Works Coordinator and contribute to the scoping of minor jobs and work plans. At times, the position will also assist other teams within City Services where resourcing and supervision support is required.

The position is expected to lead positively and proactively, promote a culture of continuous improvement, deliver high quality outcomes and provide excellent customer service.

POSITION OBJECTIVES

- To ensure that the Council's parks, gardens, street trees and reserves, are maintained to an expected standard and in accordance with organisational plans, strategies and corporate directives.
- To supervise staff in the field and ensure that staff comply with the organisations expectations and standard of work and the Council's policies, procedures and instructions.
- To ensure that resources are utilised in the most efficient and effective manner.

KEY RESPONSIBILITIES

1. PLANNING, PROGRAMING, EXECUTION OF WORKS AND REPORTING ON WORKS

- Oversee and deliver programmed, pro-active and reactive works to maintain the Council's parks, gardens and reserves in accordance with organisational expectations and standards including but not limited to:
 - Mowing
 - Garden maintenance and planting.
 - Irrigation maintenance.
 - Playground inspections and maintenance.
 - Amenities including park furniture and rubbish removal.
- Oversee and undertake quick response and emergency works including as required
- Ensure that they and all staff meet the expectations under *Work Health and Safety Act (SA) 2012*.
- Ensure that appropriate records, such as '*daily job sheets*', timesheets, plant checks, job safety assessments and WHS reporting are completed accurately.
- Work within the budgets allocated to the areas of responsibility.

Performance Indicators

- Works programs are delivered within expected timelines, budget and to a high standard and quality of work.
- Reactive works are prioritised according to importance and risk.
- Required records comply with the *State Records Act 2012* and Council standards and practices

2. STAFF SUPERVISION

- Ensure that resources, plant, equipment and goods are utilised in the most efficient and effective manner.
- Supervise and direct staff in the safe, efficient and effective delivery of all maintenance activities.
- Engage, induct and supervise contractors where appropriate to undertake specialised work.
- Promote the '*Values*' of the organisation, best practice and continuous improvement ethos to staff.
- Report any concerns of inappropriate staff behaviour or concerns associated with performance to the Works Coordinator, Parks & Gardens or the Manager, City Services.

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Performance Indicators

- Resources, plant and equipment are assigned in order to deliver work programs and customer requests in assigned timeframes and in a safe and efficient manner.
- Good and services are procured in accordance with the corporate procurement policy.
- All staff and contractors reporting to the position are adequately supervised in the field, within the required law, including the relevant Enterprise Agreement and Award, corporate policies, Organisational Values and the WHS Policy and Procedures.

3. SERVICE PROVISION

- Address concerns, issue and requests raised by citizens, customers, business owners and other agencies in a courteous and timely manner.
- Escalate any concerns and issues which are raised by citizens, customers, business owners and other agencies, that cannot be resolved with the Works Coordinator, Parks & Gardens or the Manager, City Services

Performance Indicators

- All requests are responded to in a timely and effective manner and resolved to a mutually satisfactory manner, as far as practicable.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Certificate III in Horticulture or Arboriculture
- Current Motor Vehicle Licence
- MR Truck Licence
- Work Zone Traffic Management Certificate

DESIRABLE CRITERIA

- Plant operators competency certificates
- Other relevant Certificate level or Tertiary level Qualifications
- Excellent knowledge of Horticulture, turf management and plant species.
- General knowledge of the principles of Work Health & Safety.
- Sound knowledge of the principles of service delivery and customer interaction.
- Knowledge of frontline management practices.
- Knowledge in arboriculture is desirable.

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SKILLS

- Ability to read and interpret planting and landscaping plans.
- Work Zone traffic management.
- High level of skills in all aspects of horticulture and use of hand and power tools and related plant and equipment.
- Ability to lead an operational team and manage site works in the field.
- High level of communication and interpersonal skills.
- Good numeracy, language and literacy skills.
- Basic computer skills.
- Ability to guide, teach and instruct lesser skilled staff, including apprentices.

EXPERIENCE

- Minimum of three (3) years' experience working in a horticulture related position.
- Broad experience in the operation of plant and equipment, including hand and power tools a related Personal Protective Equipment.
- Experience in leading and motivating an operational and field based team is desirable.

PERSONAL ATTRIBUTES

- A commitment to providing high quality services, outcomes and best practice.
- Enjoys leadership and building a positive culture
- Demonstrates initiative and drives innovation and improvements in work practices.
- Strong work ethic and trustworthy.
- A commitment to upholding the requirements of relevant legislation, policies, procedures and the organisational Values.
- Values serving the community and delivering great outcomes.

JOB REQUIREMENTS

- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

WORK HEALTH & SAFETY RESPONSIBILITIES

- In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.

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- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.

- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction and annual awareness)
 - Personal Protective Equipment Awareness (induction and every five (5) years)
 - Prevention of Falls General Awareness (every five (5) years)
 - Hazardous Chemicals Awareness (induction and every five (5) years)
 - Electrical Safety Awareness (induction and every five (5) years)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
 - Heat Stress Awareness (every three (3) years)
 - Working with Wildlife (every three (3) years)
 - Canine Behaviour Awareness (every five (5) years)
 - Confined Spaces (every five (5) years)
 - Asbestos Containing Material Awareness (every five (5) years)
 - Hazardous Manual Tasks Awareness (induction and every three (3) years)
 - Fatigue Awareness (every five (5) years)
 - Chainsaw (every five (5) years)
 - Work Zone Traffic Management (every three (3) years)
 - MR Licence (every ten (10) years)
 - i-Responda Basics (every five (5) years)

- In addition to your obligations listed above, as a Leading Worker, Parks & Gardens, you are responsible for, and will be held accountable for, maintaining a safe work environment by controlling, directing and monitoring work practices within your area of responsibility, and in particular:
 - communicating the contents of the approved WHS policy, procedures, plans and programs to workers;
 - ensuring adherence to WHS policies and procedures within your sphere of control;
 - maintaining a basic awareness of safety issues within your respective area;
 - providing all workers (staff, contractors and visitors), who are required to enter an area under your control, a safety induction prior to commencing work;

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- coordinating and participating in, local WHS consultation processes;
- constantly reviewing working procedures and practices within your area of responsibility;
- ensuring all plant, machinery and equipment is properly maintained;
- identifying, assessing and controlling hazards and WHS risks; and
- providing data related to local WHS performance as required.

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.



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AGREEMENT

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties and skills required and the expected outputs and outcomes for the position of Leading Worker, Parks & Gardens.

APPROVED BY:

READ & AGREED TO BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

LEADING WORKER, PARKS & GARDENS

Date

Date

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.