



**POSITION TITLE:** Supervisor Parks **POSITION NO:** 2607

**EMPLOYMENT TYPE:** Permanent Full Time

**CLASSIFICATION:** Level 2 to 3 (dependent on qualifications and experience)

**CERTIFIED AGREEMENT:** Officers **AWARD:** QLGIA

**DEPARTMENT:** Infrastructure

**BRANCH:** Facilities, Parks and NRM

**SECTION:** Parks

**REPORTS TO:** Overseer Parks (South)

**ORGANISATIONAL VALUES:** ☐ Honesty ☐ Respect ☐ Accountability ☐ Integrity ☐ Unity

## 1. PRIMARY ROLE

Lead work teams and coordinate resources to ensure the effective and efficient maintenance of high-quality open space, recreational and public facilities in accordance with community expectations, industry standards and Council's work programs.

## 2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Plan, prioritise, coordinate and implement work programs and the day-to-day maintenance operations and projects for parks work programs for the team
2. Oversee the maintenance of cemeteries, public amenities, parks, landscapes and open space.
3. Monitor project costs including availability of resources (e.g., labour, plant/equipment and materials) and implement project quality control methods to ensure completion to required standards.
4. Ensure the completion of customer requests and complaints in a timely manner.
5. Perform general labouring duties as required.
6. Provide Supervision to the team by leading, providing advice and/or instruction, and maximising their performance.
7. Ensure safe work practices, policies and procedures are followed.
8. Complete and maintain administrative records, including collating, checking and authorising timesheets and employee rosters.
9. Participate in the recruitment, induction, training, and performance management of employees and undertake performance reviews where required.
10. Utilise electronic devices (i.e., computer, smart phone, tablets).
11. Complete additional activities and reasonable directions given by management.

## 3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions

**4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY**

- Qualification (minimum Certificate III) in a relevant field (i.e. Horticulture) with relevant experience – Level 3.
- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- First Aid Certificate (desirable).
- Agricultural Chemical Distribution and Control Licence (ACDC) or Australian ChemCert Licence (desirable).
- Truck Licence (LR or MR) (desirable).
- Skid Steer Loader Licence (desirable).
- Traffic Control (Level II) (desirable).

**5. KEY SELECTION CRITERIA**

1. Proven horticulture experience with the ability to deliver parks, landscaping and open space maintenance/construction projects, as well as an understanding of relevant statutory requirements.
2. Supervision skills with the ability to maximise performance within the team.
3. Sound organisational skills with the ability to develop, implement, monitor and review project specific plans to establish priorities and meet deadlines.
4. Ability to monitor and control budget allocations and operate within purchasing guidelines.
5. Sound literacy and numeracy skills.
6. Well-developed communication and interpersonal skills.

**WORKPLACE HEALTH AND SAFETY**

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

**CUSTOMER SERVICE**

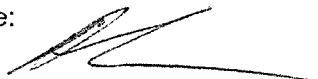
The employee will provide excellent customer service to internal and external customers.

**FRAUD, CORRUPTION AND RISK MANAGEMENT**

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

**INTELLECTUAL PROPERTY**

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

|                                                     |                                                                                                 |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>AUTHORISATION</b>                                |                                                                                                 |
| <b>General Manager Infrastructure:</b> Aaron Meehan | Signature:  |