

Position Description



Job Details

Job Title: Team Leader – Parks and Open Space

Reports to: Coordinator Open Space

Group: Infrastructure Services

Position Number: IO0255

Grade: D

Date: November 2024

Objective Doc Ref:

Position Purpose/Job Summary

The Parks and Open Space unit is responsible for the maintenance of Council's parks, playing fields, gardens and reserves to meet the service level agreements determined by the Assets branch and the expectations of the residents of Fairfield City Council.

The Team Leader is responsible for leading and supervising a small team with responsibility for delegated duties and activities to facilitate the maintenance of the City's open spaces, parks, gardens and reserves to the standard determined by the service level agreements with the Assets Department.

The Team Leader is also required to provide skilled operation of Open Space plant and equipment in a competent, safe and efficient manner. The Team Leader will utilise a range of equipment that includes but is not limited to: out front mowers, tractors and their attachments, weed spraying units, blowers, and whipper snippers. The Team Leader must be competent in the safe operation of this equipment.

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- Certificate III in Horticulture, Local Government or Green Keeping or experience in a related field (typically 5years)
- Construction Induction Card (Whitecard)
- ChemCert Certificate (or willingness to obtain)
- Experience using appropriate weed spraying equipment and controls
- Drivers Licence Class 1A
- MR Licence (Desirable)
- Extensive experience in parks maintenance
- Specialist parks skills such as operations of tractors and equipment
- Knowledge of traffic control procedures
- Supervisory skills to lead and direct a team
- Communication and interpersonal skills to motivate staff and resolve conflict

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Selection Criteria - Knowledge, Skills, Qualifications and Experience required

- Experience in conducting site inductions and inspections and training staff in plant procedures.
 - On the Job Training for all new staff
- Working ability to control and direct traffic to maintain site safety
- Safety awareness in a broad area of work related activities

Key Accountabilities – Position Specific

1. Delegate, direct and supervise staff (operator may be in another park/reserve) to carry out assigned parks and gardens maintenance and development activities to ensure the completion of high standard of presentation of Council parks, gardens and reserves.
2. Operate various items of plant, including handheld and hand operated machinery, ride-on mowers and tractors with attachments to effectively maintain and improve designated areas and surrounds to a high standard.
3. Operate a gang truck up to 4.5 GVM to facilitate the transport of plant required to complete gardening duties.
4. Conduct routine park clean up and damage inspections, arranging for collection of all litter and hazardous material and ensuring disposal of in an appropriate manner to maintain designated areas in a clean and safe standard.
5. Maintain presentation of open spaces, verges, drains etc, and keep weed growth to a minimum to ensure the ongoing high standard of presentation of Council's parks, gardens and reserves.
6. Identify weeds and use appropriate methods of control, i.e., through mechanical means to maintain acceptable presentation
7. Establish the work site with consideration for site safety and traffic circumstances to ensure the site provides a safe working environment for employees and passing pedestrian and road traffic.
8. Oversee the completion of accountable documents (plant and running sheets, wages timesheets) to ensure that accurate records (such as employee starting and finishing times) are kept and delivered to appropriate staff within agreed time constraints.
9. Check all plant and equipment on a daily basis to ensure sufficient stock and to maintain safety requirements.
10. Complete all paperwork required ie Risk Assessments, SWMS, SWP's/PTA's, Park Inspection Sheets, Chemical Application Form etc in a professional manner and submit within appropriate timeframes
11. To be aware of sustainability and demonstrate that social environmental, economic and governance issues have been considered and adequately addressed in all planning, decision making and operational procedures.

Key Accountabilities – Core

1. Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2. Comply with the requirements of Council's Work Health Safety Management System (WHSMS) and fulfil relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3. Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time

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- 4. Comply with Council's Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council
- 5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council's Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships
<p>Direct: 1-2 staff</p> <p>No. of Indirect: Nil</p>

Key Relationships	
1 Internal	
Communicating with	Nature of Communication
Assistant Coordinator and Trades Gardeners, Open Space Plant I	Daily to receive work instruction and communicate about progress. Receive details on work to be completed. Direct Operators to undertake work as Operators as required. As required to order and collect materials and supplies.
operational and administration staff	As required to obtain information
Mechanical Workshop	As required to discuss maintenance issues or seek advice
Key Relationships	
2 External	
Communicating with	Nature of Communication
Residents and members of the community	As required to answer and provide information relating to work being undertaken
Contractors! Suppliers	Daily to ensure contractors are appropriately supervised to ensure that the work is carried out in a safe manner in accordance with the FCC WHSMS.

Position Dimensions

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Budget: Nil
Operating: Nil
Staffing: Nil

Decision making Authority & Accountability

Decisions made by self

- The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in line with the WHSMS and WHS-01.1.1
- The position acts in accordance with Council policies and procedures and in a safe working manner.
- The Team Leader receives instruction and then works as part of a small team to achieve the outcomes required by the daily work roster. The position is required to adjust work plans using judgement to make operational decisions to meet changing conditions 'in the work environment.

Decisions made in consultation

- The Team Leader may need to consult on the safe establishment of a job site having due regard to traffic circumstances and customer requirements.

Decisions referred to manager

- Problems or abnormalities need to be analysed and if there are no precedents determine the best approach to solving these in consultation with Coordinator, Assistant Coordinator, Trades Gardener.

Problem Solving

Challenges currently facing this position include:

- Carrying Out parks and gardens maintenance in a public domain given the need to maintain constant awareness of pedestrian and traffic safety on work being carried out on site.
- Maintaining a high standard of presentation of Council's parks, gardens and reserves given the impact of the local government in implementing and maintaining landscape areas in varying climatic conditions.
- Responding to increasing demands for park improvements given the resources available and the expectations of the community.

Competencies

Performance in this role will be assessed on 6 core competencies that apply consistently to all jobs within Council. Each year performance criteria including 6 relevant job specific competencies (identified in the Job Specific Skills Dictionary) and an Individual Work Plan will be negotiated and established in consultation with your manager.

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Signature		
Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date