

# **POSITION DESCRIPTION**



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<b>Title:</b>	Parks & Gardens - Leading Hand
<b>Tenure:</b>	Full time, 76 hours over a 9-day fortnight
<b>Section:</b>	Works and Services
<b>Level:</b>	Level 4 – Local Government Industry Award 2020

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#### **POSITION OBJECTIVES:**

- To ensure the Shire of Nungarin's road reserves, recreation areas, ovals, common / public areas, vacant land, grounds, parks, grassed areas and gardens are presented to residents and visitors in the best possible health and quality for the long term;
- To ensure facilities and infrastructure within the parks and gardens are maintained to ensure ongoing operation and safety;
- Carry out allocated work as directed by the Manager of Works and Services;
- Comply with the Shire of Nungarin's Risk Management and Occupational Safety & Health policies and procedures;
- Strive for continuous improvement in the workplace and work effectively as a member of the Works & Services Team and excellence in Customer Service;
- Demonstrate a commitment to the principles of the "Tidy Towns" initiative by promoting and actively working towards a litter-free environment.

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#### **REQUIREMENTS OF THE POSITION:**

##### *Skills:*

- Ability to apply chemicals within current Occupational Health & Safety legislation & Environmental standards.
- Self-motivated and have the ability to work unsupervised.
- Ability to work effectively in a team environment.
- Skilled in the use of Microsoft Word, Excel and Outlook.
- Competent with the operation of plant and machinery.
- Ability to read and comprehend Plans, Regulations, Codes of Practice, Instructions, General Correspondence and to follow Instructions.
- Ability to write correspondence, e.g. Method Statements, Time Cards, Daily Service Check Sheets and Internal Memos.
- Ability to present information verbally in a one on one and small group situation and to other employees.
- Basic numeracy skills including weights, volume and distance measurements.
- Ability to work to set survey levels.
- Current C class driver's license.
- Competent in tree pruning & felling.
- Preparedness to undertake labouring duties.

### *Knowledge:*

- Sound knowledge of general work practices within a Parks and Reserves environment.
- Comprehensive knowledge/operation of horticultural equipment.
- Comprehensive knowledge of Occupational Health & Workforce Safety in a Parks and Reserves environment.
- Sound knowledge of Local Government structures and general procedures.
- Sound knowledge in the application of traffic management.

### *Experience:*

- Previous plant operation.
- Experience in applying Occupational Health & Safety legislation in the workplace.

### *Qualifications and / or Training:*

- Current Basic Worksite Traffic Management.
- Chemical use Competency Certificate.
- Chainsaw Competency Certificate.
- Current Constructions Site Work Safety Awareness Certificate.
- Current C Class driver's license.
- Trade Certificate in Horticulture or extensive experience.

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### **KEY DUTIES:**

- Undertake gardening duties including but not limited to mowing, fertilising, planting, pruning, edging, reticulation maintenance and weed control as directed by the Manager Works & Services.
- Comply with the Shire of Nungarin's Risk Management and Occupational Health & Safety Policies and Procedures.
- Complete daily time sheets
- Supervise and contribute to the planning and operation of weed spraying operations.
- Attend training courses where appropriate as directed by the Manager of Works & Services.
- Any other such instructions or duties as may be required by the Manager of Works & Services, including labouring.
- Use and maintenance of plant and equipment to ensure best performance and safe operations.
- Report damaged infrastructure, parks and garden facilities in a timely manner so they are safe and operable throughout the year.
- Talk to visitors in Shire parks and gardens in a friendly and positive manner.

### *Organisational*

- Embrace and participate in change to better achieve the Shire's goals and objectives.
- Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.
- Maintain strict confidentiality.
- Actively participate in the ongoing development, compliance and promotion of professional customer service standards.

- Comply with Council’s Code of Conduct, ensuring probity and ethical behaviour in all dealings.
- Recommend changes or strategies which promote a ‘Continual Improvement’ and ‘Best Practice’ approach to service delivery where relevant to the scope of the position or department.
- Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Occupational Health & Safety, Equal Employment Opportunity legislation and Council’s Policies and Procedures.

**ORGANISATIONAL RELATIONSHIPS:**

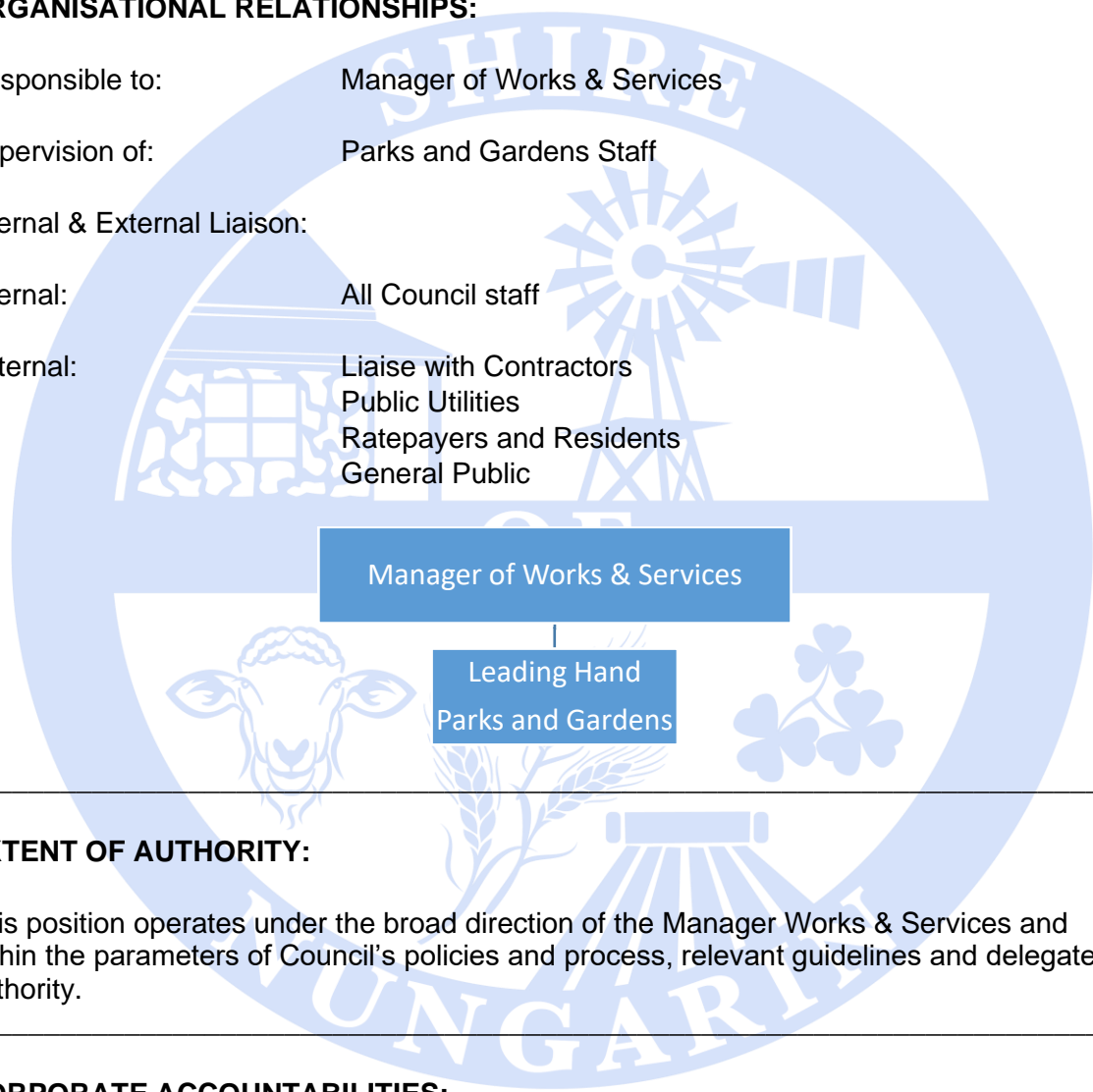
Responsible to:                      Manager of Works & Services

Supervision of:                      Parks and Gardens Staff

Internal & External Liaison:

Internal:                                  All Council staff

External:                                  Liaise with Contractors  
Public Utilities  
Ratepayers and Residents  
General Public



**EXTENT OF AUTHORITY:**

This position operates under the broad direction of the Manager Works & Services and within the parameters of Council’s policies and process, relevant guidelines and delegated authority.

**CORPORATE ACCOUNTABILITIES:**

- All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows proper concern for the public interest.
- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire of Nungarin’s Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all intellectual property rights in all documents,

materials or other things created or contributed to by the employee (whether alone or with others) in the course of their employment.

- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
  - Deliver effective use of Shire resources within the level of accountability for this position.
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#### **OCCUPATIONAL HEALTH & SAFETY:**

- Understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
  - Comply with the safety policies and procedures as prescribed by Council and abide by relevant statutory safety requirements at all times.
  - Report all accidents, incidents and hazards.
  - Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
  - Eliminate and control hazards in the workplace using the hierarchy of controls.
  - Take reasonable care to ensure your safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the OS&H Act 1984 and OS&H Regulations 1996.
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#### **SELECTION CRITERIA:**

##### *Essential:*

- Comprehensive knowledge of landscaping maintenance techniques.
- Comprehensive knowledge/operation of horticultural equipment.
- Comprehensive knowledge of Occupational Health and Workplace Safety in a Parks & Reserves environment.
- Sound knowledge of Local Government structures and general procedures.
- Sound knowledge of the application of traffic management.
- Ability to apply chemicals within current Occupational Health & Safety legislation and Environmental standards.
- Self-motivated and have the ability to work unsupervised.
- Ability to work effectively in a team environment.
- Skilled in the use of Microsoft Word, Excel and Outlook.
- Competency with the operation of plant and machinery.
- Ability to write correspondence, e.g. Task Procedures, Method Statements, Time Cards, Daily Service Check Sheets and Internal Memos.
- Ability to present information verbally in a one on one and small group situation and to other employees.
- Basic numeracy skills including weights, volume and distance measurements.
- Ability to work to set survey levels.
- Current national C class driver's license.

Desirable:

- Previous experience in a similar role.

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**PHYSICAL DEMANDS CRITERIA:**

<b>Standing:</b>	Regular standing is required throughout the day.
<b>Sitting:</b>	Required during the performance of desk/office/computer duties, and while attending meetings. Also while driving a vehicle.
<b>Walking:</b>	General walking throughout the environs of the Shire of Nungarin, over vacant, undeveloped land and construction sites, with many variables of underfoot conditions.
<b>Bending or Stooping:</b>	Limited bending and stooping only.
<b>Lifting:</b>	Lifting of small to medium items of equipment.
<b>Pushing:</b>	Regular pushing ability only.
<b>Arm and Hand Movement:</b>	Must have full dexterity of both hands and full arm movements to enable use of a wide range of work related items.
<b>Reaching:</b>	Limited reaching only, except when reviewing plans.
<b>Carrying:</b>	Limited carrying of small to medium items only.
<b>Neck Flexion and Rotation:</b>	Regular spinal rotation is utilised during normal work duties.
<b>Handling / Dexterity:</b>	Must be able to operate a range of office related items e.g. computer. Also while driving a vehicle
<b>Eyesight:</b>	Good peripheral vision and good hand eye coordination is required to perform normal duties.  All other functions require a general standard of vision; e.g. reading, office duties and use of computer based equipment.
<b>Hearing:</b>	A good level of hearing capability is required.
<b>Psychological Factor:</b>	An ability to work with autonomy likewise be part of a Team. Be able to maintain excellent observation and concentration skills.  Good coping skills are important in the interaction with employees and members of the public.
<b>Literacy Skills:</b>	Must have good reading, numeracy, analytical and comprehension skills especially, technical knowledge, along with good verbal and writing communication skills, especially when dealing with a diverse clientele.

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## AREAS OF POTENTIAL HAZARD AND RISK

- Personal Injury
- Public Safety
- Dust
- Insects
- Manual handling and lifting
- Moving plant, equipment and vehicular traffic
- Slipping and tripping
- Environmental (Weather)
- Falling
- Access and Egress (from vehicle)
- Public interaction
- Chemical handling

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## PERSONAL PROTECTIVE EQUIPMENT

The Employer provides all personal protective clothing and equipment and the Employee is required to use and wear such where applicable.

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## STAFF INDUCTION RECORD

We, the undersigned, agree that the incumbent has performed the following necessary induction processes required for the position.

INDUCTION	INCUMBENT	SUPERVISOR	DATE
Workplace Duties & Responsibilities			
Workplace Safety Induction			
Workplace Emergency Evacuation			
Council's Code of Conduct			

**POSITION & INCUMBENT DETAILS:**

Notes: Both parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the positions. The original of all updated PDs must be returned to the Senior Corporate Services Officer for filing on personnel files.

Present Occupant: \_\_\_\_\_  
Signature

Direct Report: \_\_\_\_\_  
Manager of Works & Services Signature

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Executive Officer

