

POSITION DESCRIPTION

Position Title:	Leading Hand Mowing & Open Spaces
Position Number:	11125
Directorate:	Strategic Projects and Infrastructure
Department:	Asset Maintenance
Reports to:	Parks and Gardens Maintenance Supervisor
Supervises:	Senior Turf Maintenance Officer, Turf Maintenance Officer, Spraying Technicians, Garden Operators and Contractors
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	MEU Level 6

1. POSITION OVERVIEW

The Leading Hand Mowing & Open Spaces is responsible for providing supervisory and organisation support by the effective utilisation of staff, external contractors, and other resources to deliver a range of Parks and Gardens related activities.

1.1 Position Objectives

- In consultation with the Parks and Gardens Maintenance Supervisor, provide direction on all matters concerning the day-to-day operations of maintaining the City's park, ovals, facilities and open areas.
- Liaise with external contractors to facilitate the delivery of additional Parks and Gardens services and activities.
- Contribute to the planning and coordination of the comprehensive annual works program encompassing both passive and active Parks and Gardens.

2. DUTIES & RESPONSIBILITIES

2.1 Leadership

- Direct and supervise City's Parks and Garden staff to effectively deliver maintenance programs and projects.
- Coordinate the schedules, compliance, and documentation for Spray Technicians.
- Mentor and train field staff in competencies relating to horticultural operations and requirements.
- Oversee the productivity of the staff and offer appropriate guidance and assistance to ensure a safe and cohesive work atmosphere
- Direct and supervise contracted services and respond to ad-hoc and emergency work as required.
- Foster collaboration and provide timely technical support, advice, and assistance to the Parks & Gardens Maintenance Supervisor.
- Attend to after-hours callouts as required.

2.2 Inspection and Reporting

- Complete monthly inspections of Parks assets and provide work tickets to staff to complete any outstanding works required.
- Trialling and reporting on chemical applications.
- In consultation with the Maintenance Supervisor, complete Customer service requests received from the public in a timely manner.

2.3 Maintenance

- Follow the annual Turf renovations program with contractor assistance.
- Implement minor turf renovations with Turf Maintenance Officers.
- Implement fertilising seasonal programs.
- Work in a hands-on capacity with staff to ensure effective and efficient use of resources and best practice horticultural / Turf Maintenance procedures.

2.4 Planning and Compliance

- Ensure work/operations are conducted in accordance with Work Health and Safety Regulations, Environmental regulations, and Council procedures.
- Assist in the development of annual maintenance programs for individual work teams.

2.5 Work Health & Safety

Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.
- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the WHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the WHS Management: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE AND EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under limited supervision of the Parks and Gardens Maintenance Supervisor
- Works in accordance with the Council's policies, procedure and guidelines
- Ensure staff are accountable for performing the responsibilities and actions relevant to their position.
- Ensure commitment to Council's Strategic Plan.
- Ensure all work is performed to meet safety, environmental and legislative requirements and responsibilities of the City of Karratha, together with the adherence of the occupational health and safety policies and guidelines.
- Ensure commitment to Equal Employment Opportunities, Diversity and Merit principles.

3.2 Judgement and Problem Solving

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions
- Proactive approach to solving an emerging problem rather than a reactive approach once the problem occurs.
- Sustainable approach to park maintenance practices

3.3 Specialist Knowledge and Skills

- Demonstrated relevant experience in horticulture and turf management and arboriculture
- Knowledge of the operation and maintenance of irrigation systems and ERS practices / impacts.

- Amenity Horticulture practices involving pruning, fertilising, chemical application and renovation techniques of Garden beds, Turf and Streetscapes
- Demonstrated horticultural knowledge and experience in Sustainable Parks and Ovals maintenance practices.
- Numeracy skills including the ability to calculate costs, weight, and distance measurements

3.4 Management Skills

- Instruct team members and guide day to day inspection and maintenance activities within the area of responsibility.
- Demonstrated team organising skills, use of initiative, proactive problem solving and conflict resolution management skills.
- Processing of timecards/timesheets to ensure accuracy and timely completion
- Ensure the efficient and effective utilisation of resources as allocated under the

3.5 Interpersonal Skills

- Developed verbal and written communication skills with the ability to read and comprehend plans, instructions, memos, and write general correspondence.
- Effective time management skills and ability to manage time effectively to ensure duties are carried out to the required standard.
- Ability to engage with team members in a polite and courteous manner and strive for a harmonious culture and positive team environment.

3.6 Qualifications and Experience

- Horticulture / Arboriculture / Greenkeeping Trade qualification or significant relevant experience
- Experience in the maintenance and development of parks, gardens turf and treescapes
- Demonstrated supervisory experience in Parks and Gardens, in a local government environment (Desirable)
- Certificate 3 in Horticulture (Desirable)
- Turf Management Quals (Desirable)
- Basic worksite traffic management certificate (Desirable)
- Chemical Handling Certificates or WA Pest Management Technicians License (Desirable)
- Current HR Auto Drivers License or the willingness to gain within six months.
- National (or Federal) Police Certificate (no more than 6 months old)
- First Aid Certificate