

POSITION DESCRIPTION

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| Position Title: | Parks & Gardens Assets Supervisor |
| Position Number: | 11084 |
| Directorate: | Strategic Projects and Infrastructure |
| Reports to: | Parks & Gardens Coordinator |
| Supervises: | Assets Officer, Reticulation Officers & Playground Officer |
| Department: | Infrastructure Services |
| Agreement: | <i>City of Karratha Industrial Agreement 2023</i> |
| Classification: | Level 6 |

1. POSITION OVERVIEW

This Parks & Gardens Assets Supervisor will oversee the delivery of parks, ovals, gardens, recreation/play equipment, reticulation and other landscape infrastructure maintenance and construction commensurate to levels of service specified in the City's Operational Plan, providing leadership, supervision and support to the Parks and Gardens employee team.

2. DUTIES & RESPONSIBILITIES

2.1 Management

- Provide leadership and supervision to employees in the Parks and Gardens works teams.
- Effective delegation of duties and project activities to Assets Officer, Reticulation Maintenance Officers and Playground Officer.
- Supervision of projects and associated Contractors.
- Manage and develop relevant annual capital projects.
- Schedule, implement and monitor maintenance programs for all activities under primary role of responsibility including parks, ovals, gardens, recreation/play equipment, reticulation and other landscape infrastructure.
- Responsible to ensure quality and quantity of work performed.
- Monitor staff personal leave, ensuring compliance with Council policy and adequate resourcing.
- Assist in preparation of and implementation of landscape and reticulation designs.
- Undertake relevant asset inspections and report in the City's asset management system where appropriate.
- Develop long term/10-year maintenance and constructions programs to ensure P&G infrastructure is presented and maintained to highest standard at all times, in consultation with the Parks and Gardens Assets Officer.
- Manage the City's recycled effluent reticulation system to ensure compliance with Health Standards and consistency of supply from Water Corporation.
- Perform administrative duties as required for the position. Includes checking daily timesheets and ensuring correct job allocation and carrying out procurement activities.
- Manage Parks and Gardens Services contracts and annual projects as directed by the Parks and Gardens Coordinator through procurement, delivery, inspections and effective communication.
- Attend after hour call outs as required.

2.2 Financial Management & Administration

- Assist Parks and Gardens Coordinator in the development of annual operational, plant/fleet and project budgets.
- Monitor operational budgets and monthly cash flows.
- Ensure costs are allocated to correct operational accounts.

- Ensure correct procurement process is followed at all times, commensurate with the City's procurement policy.
- Ensure all documents are recorded in accordance with the Council's Record Keeping Plan and electronic document records management policies and procedures.
- Ensure confidentiality is maintained when handling all applicable Council documents.
- Responsible for fleet management of Parks fleet, ensuring maintenance requests and pre starts are completed.

2.3 Other

- Lead and promote a strong customer service culture, ensuring a service delivery approach that is responsive within reasonable timeframes to address the issues and requests of stakeholders.
- Build and maintain effective positive and cooperative communication with businesses, ratepayers and other key stakeholders, to ensure ethical and transparent working relationships are maintained in carrying out City activities.
- Ensure practices and procedures reflect excellence in the provision of internal and external customer service by the team.
- Ensure the Organisation's customer service activities are professional and that all correspondence is dealt with in a professional and timely manner
- Assist the Coordinator in developing and implementing change in service delivery to increase productivity and level of customer service.
- Ensure all actions and activities demonstrate adherence to the Council's Code of Conduct in all internal and external dealings.
- Actively promote the Council's code of conduct including maintaining appropriate levels of confidentiality and decorum.
- Alignment of individuals' and the teams' behaviour with the desired organisational culture, including educating team members in the Council's policies and procedures.
- To strive for continuous improvement in the workplace and work effectively as a senior leader in the Parks and Gardens team and provide excellence in customer service.
- Other duties as required.

2.4 Occupational 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.
- Contract personnel whom they have management responsibility are held accountable for the health and safety of all their staff.
- 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 OHS 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.
- Provide and maintain a working environment in which the employees of the City are not exposed to hazards.
- Other roles and responsibilities outlined in the OHS Management at the City of Karratha: Roles and Responsibilities.

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

3.1 Authority and Accountability

- Supervise and monitor the quality and accuracy of works undertaken by contractors and staff as required.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.
- Directing and supporting staff in the undertaking of their duties and responsibilities.
- Supervision of contractors and administration of contracts.

3.2 Judgement and Problem Solving

- Technically and logically minded with an eye for detail, accuracy and efficiency.
- Developed record keeping, administrative, problem solving, time management and conflict management skills.
- Demonstrated ability to use initiative, and effectively manage multiple projects and programs.

3.3 Specialist Knowledge and Skills

- Ability to provide technical and horticultural advice within area of expertise.
- Developed scheduling and programming skills.
- Developed contract management skills.
- Developed knowledge of Effluent Recycled reticulation systems.
- Knowledge of Supervisory Control and Data Acquisition (SCADA) effluent management system.
- Reticulation Central Control System, Signal SDS.

3.4 Management Skills

- Ability to apply the Council's grievance management policy, ensuring all grievances and disputes are effectively managed and resolved.
- Demonstrated experience in a supervisory role sufficient to be able to provide leadership and effective day-to-day management of a team.

3.5 Interpersonal Skills

- Sound communication, interpersonal and negotiation skills to enable the effective provision of advice, information and assistance to management, staff and contractors.

3.6 Qualifications and Experience

Essential

- Horticulture or relevant related trade certificate/s or extensive experience in broad acre amenity Horticulture and/or Turf management field
- Demonstrated experience in management of reticulation central control management systems
- Current C Class drivers licence
- Current National (or Federal Police Clearance (no more than 6 months old)

Desirable

- Provide First Aid Certificate
- Certificate III in Irrigation