



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Parks and Gardens Assets Officer</b>
<b>Position Number:</b>	<b>11085</b>
<b>Directorate:</b>	<b>Strategic Projects and Infrastructure</b>
<b>Reports to:</b>	<b>Parks and Gardens Assets Supervisor</b>
<b>Department:</b>	<b>Infrastructure Services</b>
<b>Agreement:</b>	<b><i>City of Karratha Enterprise Agreement 2023</i></b>
<b>Classification:</b>	<b>Level 4</b>

## 1. POSITION OVERVIEW

The Parks and Gardens Assets Officer joins a team of professionals in the Infrastructure Services department to provide administration and horticultural technical advice for the Parks and Gardens team in relation to the successful management of the City's parks, gardens, street verge landscapes, street trees, reticulation, playgrounds, technical standards, policy and procedure and assistance in the delivery of Parks and Gardens activities and functions.

### 1.1. Position Objectives

- The Parks and Gardens Assets Officer will assist in the coordination of asset inspections and reactive maintenance.
- Assist with the procurement and capital renewal programmes of playgrounds and reticulation including all associated contractors, materials, equipment, permits, approvals and communications.
- The Parks and Gardens Assets Officer will assist in the renewal and maintenance programs of reticulation, playgrounds, landscaping, park furniture, fencing, kerbing, footpaths, and signage within the parks through reactive works and capital replacement plans.
- Assist in the RFT and RFQ process and the supporting administrative tasks around the delivery of Parks and Gardens activities, programs, projects and maintenance schedules.

## 2. DUTIES & RESPONSIBILITIES

### 2.1. Assets Administration

- In liaison with Parks and Gardens Assets Supervisor, develop long term/10-year maintenance and constructions programs to ensure Parks and Gardens Infrastructure is always presented and maintained to highest standard.
- Updating existing long-term plans in consultation with Communities team.
- Working with Parks and Gardens Assets Supervisor to implement long term strategies.
- Develop, upload and maintain data information.
- Regular inspections of assets, filling out inspection forms. Taking pictures and recording asset data to record keeping systems.
- Assist the Parks and Gardens Assets Supervisor with procurement processes for Parks and Gardens projects and ongoing operations as required, including the preparation of project briefs, procurement documents. investigations, feasibility studies and project work.

- Maintain project files and record registration.
- Liaise with other Council departments on matters relating to Parks and Gardens as directed.
- Assist in the administration and record keeping of annual maintenance schedules to parks, playgrounds, reticulation, traffic management and spraying.
- Creation, processing and monitoring of purchase orders and invoices for contractors, materials and utilities. Including completing all relevant checks and tracking on spreadsheets and Azility for Electrical and Water invoices and records

## **2.2. Technical Assistance**

- Involvement in team meetings and contractor meetings with the purpose of taking minutes and updating registers
- Assist in the development and management of technical specifications and guidelines for maintenance activities and playgrounds
- Assist in the development and management of technical specifications documentation for reticulation installation including identification of products and installation practices for organisational use
- Provide customers with feedback and support in accordance with council policies

## **2.3. Occupational Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
- They comply with all City policies and procedures relating to safety
- Utilise the City's procedure for OHS Communication, Consultation and Issue Resolution
- They will not misuse or damage any equipment provided in the interests of safety or health
- Observe all safe working practices as directed by the supervisor
- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible
- Report all hazards using the Hazard Notification Form
- 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 & Accountability**

- Works under general supervision of the Parks and Gardens Assets Supervisor
- Works in accordance with approved Council's policies, procedures and guidelines
- Demonstrated ability to facilitate and manage administration tasks across multiple different stakeholders

#### **3.2. Judgement & Problem Solving**

- Ability to exercise judgement to problem solve by reference to established processes, procedures, precedents, and instructions
- Ability to be well organised, multi-skilled and manage tight and demanding deadlines.
- Ability to create, monitor and report on various different schedules, processes and forms

#### **3.3. Specialist Knowledge & Skills**

- Highly developed verbal and written communication skills (including report writing) with a high level of attention to detail, accuracy, and confidentiality.
- Excellent public relations skills.
- Highly developed computer skills including proficiency in Microsoft Office products including Word, Excel, and PowerPoint, sufficient to be able to prepare reports and spread sheets.
- Knowledge in SharePoint, Microsoft teams and planner.
- Knowledge in CiAnywhere and Synergy software systems or willing to undertake training.

#### **3.4. Interpersonal Skills**

- Ability to work well within a team
- Well-developed interpersonal, negotiation and communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters
- Demonstrated ability in the areas of time management, working autonomously and within a team.

#### **3.5. Qualifications & Experience**

- Horticulture, Arboriculture, conservation and land management or irrigation qualifications (desirable)
- Demonstrated project management skills and knowledge (desirable)
- Demonstrated contract administration skills and knowledge of contract legislation/compliance (desirable)
- Experience in providing administrative support in a multi-disciplined working environment, sufficient to coordinate multiple projects and deadlines through effective planning and problem-solving techniques
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)