

Position Description – Technical Officer (Parks & Reserves Administration)

Shire of Donnybrook Balingup 022



GENERAL OVERVIEW:

Position Title/Number:	Technical Officer – Parks & Reserves Administration
Directorate/Division:	Works & Services
Industrial Instrument:	Local Government Industry Award 2020(IA)
Classification/Banding:	Level 7 / Local Government Authority, Banding 3
Reports to:	Manager Works & Services/Coordinator Technical Services
Primary Location:	Depot - Donnybrook Depot, 21 Cherrydale Way, Donnybrook

OUR VISION:

“ A proud community enjoying our rural lifestyle, cultural heritage, and natural environment. ”

POSITION OVERVIEW:

To Provide technical and administrative support for the investigation, assessment, planning, coordination, and delivery of tasks through the Shire’s management of its parks, gardens, reserves, and associated infrastructure. This position is within the Works and Services team and plays a key role in ensuring public spaces are safe, compliant, of high-quality, and sustainable.

POSITION OBJECTIVES:

Compliance and Administration of Shire Parks & Reserves

- > Monitor, document and ensure compliance with environmental, safety, and operational standards (includes Shire’s use of ground and river water, under licence allocations)
- > Investigate audit and report on infrastructure issues and coordinate repairs.
- > Assist in the development, review and monitoring of Asset Management Plans, operational plans, levels of service plans, master plans, strategic plans, policies and procedures.
- > Assist in the preparation of cost estimates for maintenance and capital projects.
- > Assist the Supervisor Parks and Gardens in the coordination and scheduling of tasks, with due regard to uses and activities planned at Shire sites (i.e events, bookings etc.)
- > Assist in the preparation of tenders and quotes, plus the onboarding of contractors
- > Assist in the preparation and administration of annual budgets and procurement documents (i.e purchase orders, debtors and creditor processes).



Position Description – Technical Officer (Parks & Reserves Administration)

Shire of Donnybrook Balingup 022



POSITION OBJECTIVES:

Contract Administration

- > Oversee, administer and monitor contracts for the external cleaning of Shire buildings, toilets and BBQ's, plus the Shire contracts for vegetation management, weed spraying, public bins collection and special projects, ensuring compliance with environmental, safety, and operational standards.
- > Assist in the development and review of request for tender/quote documents, including specifications, levels of service and KPI's.

POSITION OBJECTIVES:

Compliance and Administration of Shire Cemeteries

- > Ensure all cemetery operations comply with relevant legislation, local laws, and Shire policies.
- > Oversee cemeteries/burial administration processes and coordination with depot staff for the undertaking of associated tasks.
- > Maintain accurate records of cemeteries and ensure timely reporting and documentation.
- > Assist in the review and development of master plans, operations plans, policies, procedures and local laws

POSITION OBJECTIVES:

Reserves and Environment

- > Oversee the strategic management of the Shire's environmental assets and natural Resources, including pest and weed management.
- > Oversee the Shire management of trees and vegetation, including condition risk assessments, fenceline clearing permits and pruning and planting programs
- > Develop, review and implement local natural environment strategies, policies and procedures
- > Provide environmental advice for development and subdivision applications, plus other land use matters, including extractive industries.
- > Provide advice and assistance to staff and report to Council on matters relating to natural resource and environmental management.
- > Prepare and submit environmental projects and clearing permits for internal and external approval.
- > Oversee and/or prepare applications, reports and acquittals, as required by environmental acts, legislation, licences and policies.



Position Description – Technical Officer (Parks & Reserves Administration)

Shire of Donnybrook Balingup 022



ORGANISATIONAL RELATIONSHIPS:

- Responsible for:** Nil (Internal)
- Manager Works & Services
 - Coordinator Technical Services
- Internal Relationships:**
- Coordinator Shire Works
 - Supervisor Parks and Gardens
 - Other Shire Staff, including W&S, WHS, Finance & Planning.
 - Government Agencies
- External Relationships:**
- Community Groups & General Public
 - Contractors
 - Service Providers

EXTENT OF AUTHORITY:

Under the direction of the Manager Financial Services and as delegated from time-to-time, the incumbent may have authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the *Local Government Act 1995* and other relevant legislation. Delegated authority in accordance with the Delegations Register.

POSITION BENEFITS:

Rostered Day Off (RDO):	Yes	Vehicle:	No
Mobile Telephone:	No (allowance for work use on personal phone)	Laptop/computer:	Yes (computer)
Gym Membership:	Yes	Wellbeing Program:	Yes



Position Description – Technical Officer (Parks & Reserves Administration)

Shire of Donnybrook Balingup 022



COORPORATE RESPONSIBILITIES:

Budget:	Council adopted
Code of Conduct:	All employees are responsible for adhering to the Shire’s Code of Conduct and the policies and procedures that support it.
Workplace Health and Safety (OH&S):	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of its employees. All employees have responsibilities and accountabilities which are identified in Operational Procedure EXE/OP-7 Work Health and Safety Responsibilities.
Equal Opportunity:	Comply with the Shire’s EO requirements and provide, so far as practicable, an environment that is fair, equitable and free of harassment for staff and those we serve.

TRAINING MATRIX:

Training can be achieved through many different mediums, including previous experience, formal qualifications and education. The following programs are provided to you, and are compulsory, as a new employee of the Shire of Donnybrook Balingup:

Shire of Donnybrook Balingup Induction:	To be completed within one (1) week of commencement of employment as per contract.
Workplace Health and Safety (OH&S) Induction:	To be completed within two (2) weeks of commencement of employment as per contract.
Records System Training:	To be completed within the first month of commencement of employment as per contract.
Corporate Software (Synergy) Training:	To be completed within the first month of commencement of employment as per contract.
Local Government Induction Training:	To be completed within the first month of commencement of employment as per contract. <i>(Not required for all positions)</i>

ANNUAL PERFORMANCE REVIEW:

At least once in every calendar year, an evaluation of the position holder’s performance will be conducted by the Manager / Supervisor. The annual review will include an assessment of achievement of the key duties, responsibilities, and key performance indicators (KPIs) and will be used to identify training and development needs.



Position Description – Technical Officer (Parks & Reserves Administration)

Shire of Donnybrook Balingup 022



SELECTION CRITERIA:

Essential Requirements

- > Formal qualifications in either Horticulture, Project Management, or Environmental related disciplines.
- > Comprehensive knowledge of parks, gardens and/or the natural environment
- > Strong communication, report writing, customer service and computer skills.
- > Ability to Interpret and apply Australian Standards and Legislation
- > Current 'C' class driver's license.

Desirable Experience and Qualifications

- > Excellent time management skills, with an ability to work independently under minimum supervision
- > Demonstrated commitment for delivering exceptional service to both internal and external customers
- > Demonstrated ability to undertake technical investigations and use initiative.

ACKNOWLEDGEMENTS:

The details contained in this position description are an accurate statement of the key duties and responsibilities and other requirements of this position and consideration has been given to any relevant KPIs and objectives.

Manager Name:

Signature:

Date:

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties, KPIs and objectives may be assigned to this position as required from time to time to meet the business needs of the organisation.

**Position Holder
Name:**

Signature:

Date:

