

Position Description – SUPERVISOR – PARKS & GARDENS

Shire of Donnybrook Balingup 031



GENERAL OVERVIEW:

Position Title/Number:	Supervisor -Parks & Gardens
Directorate/Division:	Operations/Works & Services
Industrial Instrument:	Local Government Industry Award 2020(IA)
Classification:	Level 7
Reports to:	Manager – Works & 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 effective and proactive leadership of the Parks and Garden service area, to ensure that the maintenance and enhancement requirements of our public parks, reserves and verge areas, is achieved in a safe and efficient manner.

POSITION OBJECTIVES:

Supervision of Staff

- > Direct and supervise a team of parks and gardens staff in the undertaking of works.
- > Provide training and mentorship to enhance the skills and knowledge of the staff you are responsible for.
- > Ensure staff adhere to safety procedures and quality standards, including the proper use and maintenance of equipment, tools, and machinery
- > Ensure that any new staff are appropriately inducted and assessed as competent through the Shire's onboarding processes
- > Oversee the maintenance requirements of the Shire's parks, gardens, playing fields, reserves and verges.
- > Manage various horticultural tasks, such as tree pruning within Shire townsites.
- > Coordinate and supervise specialized maintenance tasks of the Shire, including reticulation, playing surface renovations and cemetery internments.
- > Assist in the oversight of contractors engaged to clean and maintain Shire's public toilets.
- > Provide after-hours Incident Controller service requirements for the Works & Services Department, on a rostered basis, to manage received call outs
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POSITION OBJECTIVES:

Planning and Project Management

- > Assist in the development of operational plans and levels of service for the Parks and Gardens service area.
- > Investigate and report on infrastructure issues and coordinate repairs, including auditing requirements of playground equipment
- > Assist in the preparation of cost estimates for maintenance and capital projects.
Provide input to various Council and Shire plans including the annual Shire budget and asset management plans.

POSITION OBJECTIVES:

Administration and Communication

- > Liaise with internal departments, external authorities, and the public.
- > Complete administrative duties, including timesheets, purchase orders, and safety reports.
- > Undertake procurement in accordance with Shire policies, procedures and delegations.
- > Ensure all work undertaken by the Parks and Gardens service area is completed in compliance with council policies, procedures, and legislation.

ORGANISATIONAL RELATIONSHIPS:

Responsible for:

Supervision of 7.0 FTE Parks & Gardens Staff

Internal Relationships:

- Manager Works & Services
- Leading Hands & General Hands
- Director Operations
- Supervisor Works
- Other Shire Staff, including WHS, HR & Finance Officers.

External Relationships:

- Contractors
- Community Groups
- General Public
- Service Providers



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EXTENT OF AUTHORITY:

Under the direction of the Manager Financial Services and as delegated from time-to-time, the incumbent has 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:	Yes (Commuter ONLY)
Mobile Telephone allowance:	Yes	Laptop:	Yes
Gym Membership:	Yes	Wellbeing Program:	Yes

CORPORATE 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.
Workplace Health and Safety (OH&S) Induction:	To be completed within two (2) weeks of commencement of employment.
Records System Training:	To be completed within the first month of commencement of employment.



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Corporate Software (Synergy) Training:

To be completed within the first month of commencement of employment.

Local Government Induction Training:

To be completed within the first month of commencement of employment. *(Not required for all positions)*

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.

SELECTION CRITERIA:

Essential Requirements

- > Trade Certificate in Horticulture (or associated field) and/or extensive experience in amenity horticulture.
- > Comprehensive knowledge of Parks and Gardens maintenance tasks and techniques
- > Demonstrated ability to supervise and motivate staff, plus plan and schedule daily/weekly/monthly and yearly work tasks.
- > Comprehensive knowledge of Work Health and Safety (WHS) requirements
- > Sound verbal and written communications, customer service and computer skills.
- > Current 'MR' class unrestricted driver's license.

Desirable Experience and Qualifications

- > Additional qualifications, licenses or certificates relevant to the role.
- > Previous Local Government experience in a similar role.



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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:

