

Position Description

Position Title	Parks & Gardens Supervisor
Position Number	031
Contract	Permanent, full time
Directorate	Operations
Division	Works and Services
Industrial Instrument	Local Government Industry Award
Level	7
Classification/Banding	Local Government Authority, Banding 3
Reports to	Coordinator Shire Works
Responsible for	Parks & Gardens
Primary Location	Donnybrook Depot, 21 Cherrydale Way, Donnybrook

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.

Key Relationships

Internal	External
• Coordinator Shire Works • Leading Hands • Manager Works & Services • Executive Manager Operations • Other Shire Staff, including WHS, Human Resources & Finance Officers.	• Contractors • Community Groups • General Public • Service Providers

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
- **Maintenance and operations:**
 - 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, 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
- **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.

- **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.

Position Benefits

Rostered Day Off	Yes (Working a 9 day fortnight)
Vehicle	Yes (Commuter Use Only)
Mobile Telephone	Yes
Laptop Computer	Yes
Gym membership	Yes
Wellbeing Program	Yes

Corporate Responsibilities

Employees:	Supervision of approximately 8.0 FTE Parks & Gardens Staff
Budget:	Shire adopted budget as approved by the Council.
Delegations:	Delegations as per the Delegations Register. Purchasing to a determined value as approved by the Chief Executive Officer.
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 & Safety:	The Shire of Donnybrook Balingup is committed to ensuring the health and safety of employees. All employees have responsibilities and accountabilities which are identified as part of the terms and conditions of your employment.
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.

Information Management:

Comply with Shire's Records Management Policy including creation of appropriate records in Shire's records management system and proper custodianship of records to ensure against loss, removal or destruction.

Training Matrix

Training can be achieved through many different mediums including previous experience, formal qualifications and education.

Program Title	Compulsory / Recommended	Timeframe / Frequency	Additional Comments
Shire of Donnybrook Balingup Induction	Compulsory	To be completed within 1 week of commencement	N/A
Workplace Health and Safety Induction	Compulsory	To be completed within 2 weeks of commencement	N/A
Records System training	Compulsory	During 1 st month of employment	N/A
Corporate software training (Synergy)	Compulsory	During 1 st month of employment	N/A

Annual Performance Review

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

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential:

- 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.

Desirable

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

Other Requirements:

1. Current 'MR' class unrestricted driver's licence.
2. Police Clearance:
 - To be valid within last three months – It is a requirement of this position for the applicant to provide a National Police Certificate. This certificate remains the property of the applicant; however, a notation of sighting the original certificate will be kept on the employee's personal file.
 - Western Australian Applicants are to provide a National Police Certificate via WA Police. Interstate applicants are required to provide a Federal Police Certificate via the Australian Federal Police.

Disclaimer

The information contained in this position description is intended to describe in general the nature and level of work being performed by the incumbent in the assigned position. This is not an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time,

the incumbent may be required to perform duties outside of their normal responsibilities as required and as directed.

Acknowledgement

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: _____

