



**SHIRE OF
HARVEY**

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Leading Hand – Parks Services

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Infrastructure Services	Level: 6
Reports to:	Supervisor Parks Services	
Supervision of:	General Hand – Parks Services	
Significant Working Relationships:	Manager Parks Services Director Infrastructure Services Parks Services Team	

2. Position summary

Responsible for undertaking projects and tasks in the development and maintenance of the Shire’s parks, gardens, sporting ovals and other public infrastructure to set standards in a safe and efficient manner.

3. Community strategic objectives



Diversified Economy



Connected Communities



Protected Natural Environment



Sustainable Built Environment



Effective Civic Leadership

4. Our values

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5. Key duties and responsibilities

Key functions	Specific duties
Parks and Gardens	<ul style="list-style-type: none">• Oversee staff activities in all facets of Horticulture to ensure the effective and efficient delivery of Parks Services within a decentralised works environment.• Assist with the development of Parks and Gardens maintenance programs in consultation with the Supervisor Parks Services• Ensure that Parks teams undertake the required works in an efficient and timely manner and carry out ongoing review and adjustment of practices as required.• Perform gardening, general parks duties, reticulation, turf and tree management as required.• Oversee parks maintenance, construction and contractual works, to ensure the works are delivered within budgetary limits and service standards in liaison with the Supervisor Parks Services.• Ensure compliance with MRWA Traffic Management standards.• Attend and assist in the delivery of monthly Toolbox meetings as required, including and specific to Parks and Gardens, each with an OH&S training element.• Oversee Parks Services staff and provide a clear understanding of specific tasks, designs and project delivery within allocated budgets.• Make recommendations to the Supervisor Parks Services as appropriate on current workloads highlighting inadequacies and recommend corrective action including reallocation of human resources and plant as required.• Assist in Human Resource, Industrial Relation and award matters relating to reporting staff.• Respond to customer requests for local area of supervisor as required.

	<ul style="list-style-type: none"> • Undertake other tasks and duties as directed by the Supervisor Parks Services subject to adequate resourcing.
Financial Control	<ul style="list-style-type: none"> • Understand what is required in regards to financial control and work within allocated budget and spending limits. • Manage staff timecard compliance for staff under the general direction of this role. • Provide reports as required on operational performance, progress of capital and maintenance activities to the Supervisor Parks Services. • Assist with the preparation, production and review of the annual Infrastructure Service budget and business plan as required. • Assist with the preparation and evaluation of Supply Tenders for materials and sub-contract services, and arrange quotations when requested in accordance with Shire policy. • Effective administration of contracts to supply materials and services.
Policies and Procedures	<ul style="list-style-type: none"> • Assist with the development of policies and procedures as required. • Ensure all work carried out by the reporting teams is in line with the Shire's Strategic Plan. • Assist in the compliance with the Local Government Act & Regulations and other statutory legislation and report all non-compliance issue to the Supervisor Parks Services and Manager Parks Services as necessary.
Works Program and Maintenance Schedules	<ul style="list-style-type: none"> • Assist with the development of maintenance and capital works programs. • Provide advice and recommendations to the Supervisor Parks Services on the development of Parks Services maintenance and capital works programs.
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current "MR" Class Drivers Licence.
Work Health and Safety (WHS)	<ul style="list-style-type: none"> • Maintain and monitor to ensure a safe and healthy work environment is maintained. • Ensure own safety and ensure employees have a safe area in which to work. • Ensure the active promotion of safety and health controls, mechanism and prevention programs in line with Shire policies and

procedures and relevant legislative requirements to maintain a safe working environment.

- Ensure all hazards and incidents are identified, risk assessed, reported and controlled.
- Assist where required to participate in internal accident and incident investigations, working with Supervisor Parks Services, Leading Hands, OSH representatives, involved staff and Manager Parks Services to provide relevant information to assist in the development of preventative or improvement based control recommendations for consideration and implementation.
- Ensure employees have safe method of performing the required tasks.
- Ensure compliance with take 5's or other safe working based procedures.
- Ensure tasks are completed within current level of training or gained qualifications allow.
- Ensure worksites are safe before leaving.
- Ensure other employees are meeting WHS requirements.
- Actively promote and participate in the Work Injury Management Program.

Organisational

- Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.
- Create and capture records of work activities in line with policies and procedures.
- Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development.
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions.
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

6. Extent of authority

Operates under the general direction of the Manager Parks Services within guidelines and operational practices and procedures established by the Shire and the policies of the Council.

7. Your team



8. Position selection criteria

Essential

1. Demonstrated experience in leading, managing and motivating a team and their activities.
2. Experience and knowledge in construction and maintenance standards methods and practises of parks, sport fields, streetscapes and reserves.
3. Qualifications in Horticulture or similar of a lesser formal qualification with extensive relevant experience or an understanding of Horticulture, Reticulation, Broad Acre and Fine Mowing, Verge and Park Maintenance, Urban Tree Management and relevant Quality Assurance.
4. Computer literacy skills to assist where required to write reports, control budgets and develop work related procedures.
5. Ability to motivate staff and achieve strategic goals and operational objectives.
6. Strong written and oral communication skills, including the ability to communicate effectively with a range of stakeholders.
7. Sound understanding of Work Health and Safety relevant to the position.
8. Current "MR" Class Drivers Licence.
9. Construction Safety Awareness Certificate (White Card).

Desirable

1. Knowledge of local government administrative procedures and compliance.
2. First Aid Certificate.
3. Chainsaw Certificate.
4. ChemCert Certificate.
5. Quantified Tree Risk Assessment (QTRA)