

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.

General Hand – Parks Services

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Infrastructure Services	Level: 4
Reports to:	Leading Hand Parks Services	
Supervision of:	Nil	
Significant Working Relationships:	Manager Parks Services Supervisor Parks Services Director Infrastructure Services	

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



4. Values

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5. Key duties and responsibilities

Key functions	Specific duties
Parks and Gardens	<ul style="list-style-type: none">• Operate plant safely in the provision of maintenance services in the Parks Services area.• Perform gardening, mowing, reticulation, turf, verge and general parks maintenance.• Ensure vehicles and plant are maintained, including pre-start checks.• Record information, complete time cards and other documentation in a timely, accurate and legible manner.• Assist Parks Services where required in the development, planning, scheduling of construction and maintenance works.• Participate in discussions in relation to the purchasing of vehicle and plant.• Participate in job rotation and multiskilling where required to ensure the Parks Services workloads are being achieved.• Ensure compliance with MRWA Traffic Management standards.• Attend after hour callouts as required.
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.
Policies and Procedures	<ul style="list-style-type: none">• Assist with the development of policies and procedures as required.
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 and Leading Hand Parks Services on the development of Parks and Gardens maintenance and capital works programs.

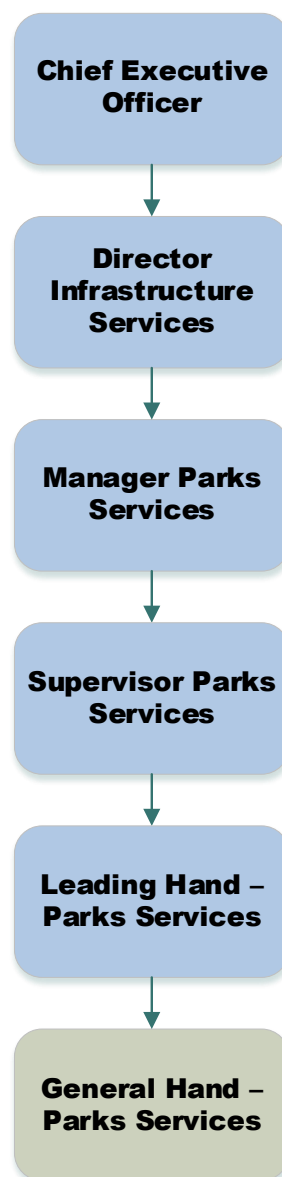
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current “C” Class Drivers Licence.
Occupational Safety and Health	<ul style="list-style-type: none"> • Maintain and monitor to ensure a safe and healthy work environment is maintained. • 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 OSH requirements. • Actively promote and participate in the Work Injury Management Program.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time. • 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, and participate in annual performance appraisal.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

Operates under the general direction of the Supervisor Parks Services and Leading Hand Parks Services within guidelines and operational practices and procedures established by the Shire of Harvey and Shire Policies.

7. Your team



8. Position selection criteria

Essential

1. Experience and knowledge in construction and maintenance standards methods and practices of parks, sport fields, streetscapes and reserves.
2. Understanding of Horticulture, Reticulation, Broad Acre and Fine Mowing, Verge and Park Maintenance, Urban Tree Management and relevant Quality Assurance.
3. Written and verbal communication skills.
4. Qualifications in Horticulture or similar of a lesser formal qualification with extensive relevant experience.
5. Current "MR" Class Drivers Licence.
6. Construction Safety Awareness Certificate (White Card).
7. Basic Worksite Traffic Management and Traffic Controller.

Desirable

1. Knowledge of local government administrative procedures and compliance.
2. First Aid Certificate.
3. Chainsaw Certificate.
4. ChemCert Certificate.