



## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

<b>POSITION TITLE:</b>	<b>LEADING WORKER – RESERVE MAINTENANCE EAST</b>
<b>WORKPLACE AGREEMENT:</b>	CITY OF SALISBURY AWU AND LGE ENTERPRISE BARGAINING AGREEMENT NO.11 - 2018
<b>CLASSIFICATION:</b>	LGE Grade 6
<b>DEPARTMENT / DIVISION:</b>	<b>CITY INFRASTRUCTURE/FIELD SERVICES</b>
<b>POLICE CLEARANCE:</b>	NOT REQUIRED
<b>REPORTS TO:</b>	TEAM LEADER PARKS & LANDSCAPE
<b>DIRECT REPORTS:</b>	GREATER THAN 9.
<b>POSITION NUMBER:</b>	<b>001133</b>

<b>POSITION OBJECTIVES:</b>	<ul style="list-style-type: none"> <li>To lead the Reserve Maintenance East Team in providing effective and efficient reserve maintenance services that meet service standards.</li> <li>Operation of plant and equipment used in association with duties undertaken in an efficient, safe and effective manner.</li> <li>To effectively lead and manage the team through programming and scheduling of resources, accurate record keeping, and application of Council's policies and procedures.</li> </ul>
<b>VALUES AND BEHAVIOURS:</b>	<p>The commitment required of this position is in accordance with the Leadership Brand Principles and Expectations. These behavioural expectations support the City of Salisbury values:</p> <ul style="list-style-type: none"> <li>By being <b>empathetic</b>; listening to, and understanding their customers and employees.</li> <li>By <b>empowering</b> their staff and the community to be involved, to speak up, make decisions and deliver key outcomes.</li> <li>Through <b>innovation</b>; seizing opportunities, thinking and acting progressively, taking calculated risks and making positive changes.</li> <li>Through <b>achievement</b>; setting goals for themselves and</li> </ul>

	<p>with team members, always striving to meet these goals and celebrating the successful outcomes.</p> <ul style="list-style-type: none"> <li>• By recognising <b>diversity</b>, adapting their style and service delivery to always meet the diverse needs of their employees, customers and the community in which they work.</li> </ul>
<p><b>KEY RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Coordinate, program and schedule the day to day work activities of the Reserve Maintenance team using Councils software system.</li> <li>• Ensure work group complete work programs to standard in the most cost effective and safe manner possible.</li> <li>• Liaise with external contractors where necessary to ensure operations are undertaken to specified standards.</li> <li>• To assist in the development of accurate cost estimates and schedules of rates for Service Unit activities.</li> <li>• Assist other Service Units or Departments as required utilizing plant, equipment and staff as necessary.</li> <li>• General park and landscape maintenance works including the removal of litter, grass cutting, weed control, bbq cleaning, tree planting, tree pruning, track maintenance and other parks and landscape maintenance duties required to maintain Council reserves to required standards.</li> <li>• Appropriate competencies / licenses are required for tractors and ride on mowers.</li> <li>• Utilization of tractors &amp; ride on mowers</li> <li>• Utilization of hand tools and all safety equipment when working with equipment, machinery or materials.</li> <li>• Maintain equipment in a clean, safe and serviceable condition in accordance with the recommended operating practices.</li> <li>• Undertake operational duties as required that may include operation of other plant or equipment where suitably licensed and experienced.</li> <li>• Erection of temporary signage in accordance with the Work Zone Traffic Management Australian Standards.</li> <li>• Other duties as required from time to time, as per direction.</li> </ul> <p><b>Team Supervision</b></p> <ul style="list-style-type: none"> <li>• Assist in managing unsatisfactory performance in consultation with Coordinator/Team Leader.</li> <li>• Encourage and support industrious, harmonious and team oriented work groups.</li> <li>• Identify individual strengths of team members and allocate work to gain maximum efficiency.</li> <li>• Maximise team efficiency by staff rotation creating as wide a knowledge and skill base as possible within the team.</li> <li>• Assist in the identification of training needs.</li> <li>• Assist in coaching and training staff, including apprentices, trainees and casuals, to develop work skills, competencies and increase efficiency.</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Maintain a daily record of all work tasks and materials used.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure correct accounting for labour, equipment and materials by maintaining accurate up-to-date records as required by management including time sheets weekly work sheets, traffic control management records, documentation recording variations from original plans and specifications and so forth.</li> <li>• Ensure equipment and materials required are procured from the store or external suppliers in accordance with council's purchasing policy and limits of delegation.</li> </ul> <p><b>Continuous improvement</b></p> <ul style="list-style-type: none"> <li>• Support and encourage continuous improvement in work practices.</li> <li>• Evaluate work methods and make suggestions to improve process and or practices.</li> <li>• Ensure Corporate Customer Service Charter expectations are met.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Ensure communication with staff and customers is at all times clear and courteous.</li> </ul>
<b>WHS RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).</li> </ul>
<b>GENERAL RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>
<b>COMPETENCIES:</b>	<ul style="list-style-type: none"> <li>• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing</li> </ul>
<b>ESSENTIAL SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Trade qualifications in (Certificate III or equivalent) in Horticulture.</li> <li>• Competent in use of technology.</li> <li>• National Car Drivers Licence (C Class)</li> <li>• Competency in park/landscape maintenance and related tasks</li> <li>• Ability to program day to day work schedules</li> </ul>

	<ul style="list-style-type: none"> <li>• Good interpersonal and customer service skills</li> <li>• Good level of literacy and numeracy</li> <li>• Good communication skills, both written and verbal</li> <li>• Knowledge of safe work practices</li> </ul>
<b>DESIRABLE SELECTION CRITERIA:</b>	<ul style="list-style-type: none"> <li>• Post Trade Qualifications in first line management</li> <li>• Work Zone Traffic Management Certificate</li> <li>• Front Deck Mower Operation (HRT328)</li> <li>• Chainsaw Operation (HRT222 )</li> <li>• Tractor (HRT206)</li> </ul>
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• Some work after hours may be required</li> </ul>
<b>EXTENT OF AUTHORITY:</b>	<ul style="list-style-type: none"> <li>• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.</li> </ul>

<b>POSITION INCUMBENT NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>