



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.

POSITION TITLE:	TEAM MEMBER BIODIVERSITY & NATIVE LANDSCAPE
WORKPLACE AGREEMENT:	CITY OF SALISBURY AWU AND LGE (ENTERPRISE BARGAINING) AGREEMENT – No.13 2022
CLASSIFICATION:	LGE Grade 3
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / FIELD SERVICES
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	LEADING WORKER OPEN SPACE MAINTENANCE
DIRECT REPORTS:	NIL
POSITION NUMBER:	1130

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • This position undertakes duties in the support of Council’s Biodiversity & Native Landscape maintenance operations. • The duties may include a range of park maintenance functions of designated sites including but not limited to: grass cutting, plant identification, chemical application, pest weed, tree planting, tree pruning, track maintenance and other parks and landscape maintenance duties required to maintain Council parks and landscapes • The duties involved in this role are varied to meet seasonal demands. All tasks will be undertaken with the efficient, safe and effective operation of plant and equipment used in association with those duties. • Ensure services are delivered to specifications & escarpment areas are maintained in a safe condition. • Operation of plant and equipment used in association with duties undertaken in an efficient, safe and effective manner. • To effectively be part of the team through following direction, working collaboratively & efficiently, accurate record keeping, and application of Council’s policies and procedures.
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<p>VALUES AND BEHAVIOURS:</p>	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<p>KEY RESPONSIBILITIES:</p> <p>Work Practices</p> <ul style="list-style-type: none"> • Biodiversity & native landscape maintenance duties • Appropriate competencies/licence's are required for chemical application and equipment use. • Carry out work activities as planned & directed. • Complete work programs to standard in the most cost effective and safe manner possible. • Assist other Service Units or Departments as required utilizing plant, equipment and staff as necessary. • Utilization of hand tools and all safety equipment when working with equipment, machinery or materials. • Maintain equipment in a clean, safe and serviceable condition in accordance with the recommended operating practices. • Ensure correct accounting for labour, equipment and materials by maintaining accurate up-to-date records with computer & system technology required by management, timesheets, jobs, workzone, pre-site assessment, vehicle check etc. • Undertake operational duties as required that may include operation of other plant or equipment where suitably licensed and experienced. • Front deck mower operations • Other duties as required. <p>Human Resources / Teamwork</p> <ul style="list-style-type: none"> • Encourage and support industrious, harmonious and team-oriented work groups to maintain a positive culture. • Assist in the identification of training needs.

	<p>Administration</p> <ul style="list-style-type: none"> • Maintain a daily record of all work tasks and materials used. • 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. • Ensure equipment and materials required are procured from the store or external suppliers in accordance with council’s purchasing policy and limits of delegation. <p>Continuous improvement</p> <ul style="list-style-type: none"> • Support and encourage continuous improvement in work practices. • Evaluate work methods and make suggestions to improve process and or practices. • Customer Service. • Ensure Corporate Customer Service Charter expectations are met. <p>Communication</p> <ul style="list-style-type: none"> • Ensure communication with staff and customers is clear and courteous
<p>WHS RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • 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. • 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. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • 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. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
<p>GENERAL RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • 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. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
<p>COMPETENCIES:</p>	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement.
<p>ESSENTIAL SELECTION CRITERIA:</p>	<ul style="list-style-type: none"> • Certificate III or equivalent in Horticulture. • Current C Class unrestricted licence • Competency in parks and landscape maintenance-related tasks and equipment

DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • Certificate II or equivalent in Conservation & Land Management • Work Zone Traffic Management Certificate • Front Deck Mower Operation • Chainsaw Operation
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Some out of hours work may be required.
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

AGREEMENT:		
This position description reflecting the responsibilities, duties and skill requirements for the position, has been discussed with the incumbent.		
POSITION INCUMBANT NAME:	SIGNATURE:	DATE: