

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Parks & Open Spaces Supervisor
Position Number	184/ 221
Department	Works
Section/ Stream/ Unit	Civil Works, Parks & Open Spaces
Classification	Level 4-5, Queensland Local Government Industry (Stream A) Award – State 2017
Reports To	Civil Works Engineer

POSITION OBJECTIVES

- Supervise and lead a multi-skilled team in the delivery of Parks and Open Spaces operations, maintenance, and capital works programs to provide quality parks gardens, cemeteries, public recreational areas and amenities to the North Burnett communities.
- Work effectively, and as part of a team, to lead, plan and achieve daily and project work activities in an efficient and safe manner.

KEY RESPONSIBILITIES

- Completion of projects and maintenance works in accordance with the Parks and Open Spaces program and within budget.
- Assist with the administration and reporting functions, including cost management, WH&S management and project management
- Oversee the scheduling and delivery of relevant Parks and Open Spaces services.
- Respond to customer enquiries in a timely manner.
- Ensure work is carried out to approved practices relating to work site safety, tool and plant maintenance and Safe Operating Procedures.
- Ensure work sites, depots, plant and equipment are maintained in a clean and safe condition.
- Provide effective supervision and leadership to the team, and oversee work completed by contractors.
- Participate in training and professional development to maintain contemporary knowledge, skills and qualifications relevant to the position.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- Well-developed interpersonal skills and the ability to contribute to a cohesive team environment, maintain positive relationships with internal and external stakeholders, resolve issues, negotiate matters on behalf of the work area, and gain the cooperation of co-workers.
- Demonstrated numeracy, written and verbal communication skills including ability to provide contemporary advice in relevant discipline and discuss techniques, procedures and/ or results.
- Provide and maintain a high standard of customer service.
- Ability to work effectively under general direction, to lead and supervise a team, to manage time, plan, organise and prioritise own work, and if required, that of subordinate staff to achieve the objectives of the work area.
- Strong attention to detail and perform work with a high level of accuracy.

- Demonstrated data entry and word processing skills, and a high level of proficiency in the use of Microsoft 365 products, and Council's Information Management Systems (MagiQ Documents, Enterprise and Performance), or ability to rapidly acquire same.
- Sound knowledge of Council's standard work practices, procedures and policies, the underlying discipline principles, and statutory requirements relevant to the work area.
- Exercise sound judgement, and a high degree of initiative, confidentiality, sensitivity and a degree of autonomy in the coordination of a work area.
- Ability to contribute knowledge, skills, interpretation and administration to further develop work methods where general work procedures are not defined.
- Ability to assist with the preparation or prepare work area budgets.
- Ability to undertake responsibility and co-ordination of moderately complex projects.
- Demonstrated experience in this type of role or similar.

Qualifications, Training and Licences

- Unrestricted 'C' class drivers' licence.
- Possess a Work Safe in the Construction Industry Induction Certificate (White Card).
- Traffic Management Implementation Program licence.
- National Police Certificate
- Tertiary qualifications or undertaking formal qualifications relevant to the work area, (e.g. Certificate III Horticulture and/ or Landscaping).

Desirable

- Comprehensive knowledge of Council's functions, program activities and work practices, procedures and policies, the underlying discipline principles, and statutory requirements relevant to the discipline or work area.
- Ability to undertake responsibility and co-ordination of significant projects.
- Tertiary qualifications or undertaking formal qualifications relevant to the work area, (e.g. Certificate IV Civil Construction Supervision).
- Current unrestricted 'MR' class drivers licence or higher
- Experience working in public recreational spaces, botanical gardens and/ or Local Government.
- First Aid and CPR qualifications.

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work-related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.

RISK MANAGEMENT

Council recognises that risk is an inherent part of all its business activities, programs and projects, services, processes, and decisions and, if not managed correctly and efficiently, could adversely impact on the organisation achieving its strategic goals and objectives.

Accordingly, Council is committed to the identification and management of all risks associated with the performance of Council functions, and the delivery of services, to embed risk management as part of Council's corporate governance framework to protect its employees, the general public, its assets, and the environment.