



TEAM MEMBER, PARKS & GARDENS

POSITION DESCRIPTION

Department:	Infrastructure & Major Projects
Unit:	City Services
Section:	Parks & Gardens
Reports To:	Works Coordinator, Parks & Gardens This position reports to and acts under the supervision of the Leading Worker when working on-site. The Position is expected to work in collaboration with other Team Members, Apprentices and Temporary (Agency) Staff.
Direct Reports:	Nil.
Classification:	Local Government Employees Award and the City of Norwood Payneham & St Peters' Local Government Employees Enterprise Agreement Municipal Employee, Grade 4 – Grade 5 Subject to level of qualification.
Special Conditions:	May be required to work after hours as part of the call-out roster. Out of hours work may also be required during periods of peak workflow or during an emergency event.

PURPOSE

This position forms part of a team that is responsible for delivering programmed maintenance activities across the Council's parks and gardens operations and locations.

KEY RESPONSIBILITIES

- Team Members undertake a broad range of duties associated with the maintenance and upkeep of the City's parks, gardens, reserves, sports fields, streetscapes and street trees.
- Typical tasks include but are not limited to:
 - programmed works such as mowing, mulching, pruning, planting, watering, weed control, litter collection (including illegally dumped waste and biowaste), inspections, fixed asset maintenance (such as park benches, bbq cleaning, playgrounds) and other duties as required; and
 - reactive and emergency works (as required), such as removal of fallen trees, branches/limbs, dead animal collection, irrigation repairs and other duties as required.
- Safely use appropriate plant, machinery and tools in the execution of works only when competent to do so, and with any necessary licence.
- Plant and machinery required to be used in the execution of works includes various vehicles, ride-on and push-along grass mowers, brush cutters, hedge cutters, chainsaws, pole saws, leaf blowers, woodchippers, skid steer, loaders, trailers, petrol & battery powered small plant, hand tools and safety equipment.
- Follow the instructions provided by the Works Coordinator and/or Leading Worker in the execution of assigned works and be able to work with minimal supervision.
- Represent the Council positively when interacting with citizens, contractors, and other stakeholders, ensuring that concerns are addressed efficiently or referred to the appropriate area in accordance with Council procedures.
- Regularly rostered to work on the City Services After Hours Call-out Roster.
- Adhere to Council policies, procedures and work practices to deliver high quality outcomes.
- Contribute to and maintain a constructive working environment and contribute to continuous improvement, personal development and training
- Maintain accurate records of operational activities, job details and associated documentation and ensure that all safety incidents, near misses, hazards and unsafe conditions are reported to supervisors in accordance with the Council's reporting systems and procedures.

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SELECTION CRITERIA

ESSENTIAL CRITERIA

- Certificate in Horticulture or significant demonstrated vocational experience
- Class MR or greater drivers licence (or willingness to obtain)
- High level of knowledge of horticultural best practice.
- Sound knowledge of good customer service principles.

DESIRABLE CRITERIA

- Working knowledge of irrigation systems and practices
- Chainsaw competency certificate
- Temporary Traffic Management Certificate.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance.
- Current drivers licence (Class MR or greater drivers licence).
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

All Workers

- Prioritise safety in the workplace.
- Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
- Comply with legislation, policies, procedures and participate in WHS training.
- Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
- Use tools and equipment correctly to protect the health and safety of yourself and others.
- Ensure you are medically and physically fit to undertake the requirements of your position.
- Follow reasonable safety instructions.
- Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.

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WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumbent.
TEAM MEMBER, PARKS & GARDENS
Date _____