

# Position Description

POSITION DETAILS	
Date of PD	July 2022
Position Title	Team Leader, Parks
Position Grade	6
Directorate   Business Unit	City Assets & Operations   Parks & Open Spaces
Reports to	Supervisor Parks
Physical Requirements Category	Category 2- Field Role with considerable Physical Requirements

POSITION OVERVIEW
<p>This role leads field based operational employees to deliver horticultural services that ensures Parramatta's parks and open spaces are maintained and improved to enhance the appearance of the city and to promote Parramatta as Australia's next great city.</p>
<p><b>KEY RESPONSIBILITIES</b></p> <p><b>Leadership (core)</b></p> <ul style="list-style-type: none"> <li>• Lead the team by overseeing all activities, plan, organise and decide how to accomplish tasks, set goals, communicate and distribute information within the team.</li> <li>• Appropriately match team members to their current competency level and in consultation with the supervisor effectively developed for future roles.</li> <li>• Mentor new starters and others within the team and undertake on-the-job training for the team.</li> <li>• Undertake the day to day management of staff and their assigned tasks.</li> <li>• Undertake planning, goal setting, task &amp; resource allocation for the team, to ensure a program of works are completed effectively and meets the approved service standard.</li> <li>• Display an awareness of costs and ensure that the teams operations are undertaken efficiently with minimal waste.</li> <li>• Ensure correct completion of all necessary administrative functions (electronic or paper based) associated with the department.</li> <li>• Ensure a safe workplace for their team and all works undertaken by;             <ul style="list-style-type: none"> <li>• Taking reasonable care for your own health and safety and the health and safety of others.</li> <li>• Complying with any reasonable instructions, policies, and procedures of Council.</li> </ul> </li> </ul> <p><b>Operational (core)</b></p> <ul style="list-style-type: none"> <li>• Undertake inspections of parks and other facilities to ensure that Council's exposure to liability is minimised.</li> <li>• Make decisions and implement work practices in line with acceptable practices of the</li> </ul>

Horticulture/Arboriculture/Green keeping, trade and industry.

- Undertake a variety of tasks required for the successful completion of the functions of the Parks Services Team, to ensure the long-term management, condition and usability of assets and facilities under the care of the team.
- Adapt to changing priorities and undertake other tasks as directed, to assist other teams and operational areas, particularly in wet weather or other emergencies to meet community needs.
- Carry out an agreed program of works to ensure the timely and effective completion of all objectives.
- Provide feedback and input on improvements in operating procedures, programs and work schedules, including upgrading or improvements to plant, equipment, materials and tools used by the team or unit.
- Have a sound knowledge of Councils software and technology as it applies to this position (Worx online (iPad)) and troubleshooting capabilities.

#### **Corporate (core)**

- Ensure EEO, the principles for a culturally diverse society, and Council's policies, procedures, and Code of Conduct are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Contribute to Council's sustainability objectives by reducing waste and litter, minimising consumption of fuel, energy and water while delivering services. Identify and report areas for potential improvement.

### **Knowledge**

#### **Qualifications**

- Minimum certificate III qualification in Horticulture, relevant to position/area of specialisation (arboriculture, horticulture, landscaping, nursery, and sports turf management).
- Certificate I and II in Chainsaw Operations, desirable (essential for Tree Operations).
- Hold a current NSW Driver's Licence (C Class, MR essential).
- Possession of a construction industry certificate ("White Card").
- Asbestos Awareness
- Traffic Control Certificate (TCR, IMP)
- AQF III (AQF IV desirable)

#### **Experience**

- Relevant experience leading a team in an operational work environment.
- Relevant experience in the area of specialisation in the maintenance of parks and open spaces.

#### **Skills**

- The capacity to undertake the physical requirements of the position and area of specialisation.