CITY OF PARRAMATTA

# Position Description

| POSITION DETAILS | |
|---|---|
| Date of PD | August 2022 |
| Position Title | Team Member (Qualified) - Parks |
| Position Grade | 5 |
| Directorate \| Business Unit | City Assets & Operations \| Parks & Open Spaces |
| Reports to | Team Leader Parks |
| Physical Requirements Category | Category 2- Field Role with considerable Physical Requirements |

## POSITION OVERVIEW

This role reports to a team leader and is responsible for delivering 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.

### KEY RESPONSIBILITIES

**Operational (core)**

- Assist the Team Leader to deliver all works; programs/schedules to the agreed standards.
- Undertake inspections of parks and other facilities to ensure that Council's exposure to liability is minimised.
- Make decisions and implement work practices in line with acceptable practices of the 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.
- Display an awareness of costs and ensure that the teams operations are undertaken efficiently and with minimal waste
- 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.
- Ensure correct completion of all necessary administrative functions (electronic or paper based) associated with the department
- Have a good knowledge of Councils software and technology as it applies to this position (Worx online (IPad)) and troubleshooting capabilities.

- Ensure a safe workplace for all works undertaken by;
  - Taking reasonable care for your own health and safety and the health and safety of others
  - Complying with any reasonable instructions, policies and procedures of Council.

**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 (Level)**

- Cert III or trade qualifications in Horticulture, Parks & Gardens
- Hold a current NSW Driver's Licence (C Class, MR desirable).
- Possession of a construction industry certificate ("White Card").
- Traffic Control Licence TCR and IMP
- Chainsaw Licence desirable (essential for tree operations)
- Chemical application ChemUse AQF3
- Asbestos Awareness

**Experience**

- Relevant experience in the area of specialisation in maintenance of parks and open spaces

**Skills**

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