



## POSITION DESCRIPTION FORM

File No: PDF-0016004

### POSITION IDENTIFICATION

|               |  |                     |   |
|---------------|--|---------------------|---|
| Title:        | Team Leader                              | Level:              | Level 5   |
| Service Unit: | Operations – Parks & Environment         | Award:              | Local Government Industry Award 2020 Industrial Agreement |
| Directorate:  | Infrastructure                           | Date Effective:     | 1 October 2017  |
| Reporting to: | Principal Parks & Environment Supervisor | Date Last Reviewed: | 1 December 2023   |

### PURPOSE OF POSITION

- Assist with setting the daily work schedules and priorities for the Parks and Environment team.
- Responsible for the upkeep and maintenance for all parks, gardens, street scapes and reserves to a high standard in a safe and efficient manner that contributes to a positive image for the shire.
- Responsible for the safe use of tools, equipment, plant and vehicles used by the Parks and Environment team.
- Responsible for the ongoing development and implementation of Parks and Environment procedures and documentation.

### SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Under direction of the Principal Parks & Environment Supervisor implement mowing, reticulation, horticulture and general maintenance programmes and projects.
- Liaise with other sections, general public and contractors on parks and gardens matters ensuring outcomes meet the expectations of ratepayers, Council and public authorities.
- Ensure all plant and equipment under the Parks and Environment section is properly maintained and in a safe working condition ensuring daily pre start inspections are undertaken and documented appropriately.
- Ensure daily traffic management requirements are set up/taken down at the start and end of each day in accordance with the relevant Traffic Management Plan.
- Attend call outs and organise labour and equipment for work after hours.
- Undertake regular audits of parks, gardens, street scapes and reserves ensuring works requests are generated and assigned for completion within the required timeframes.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor / manager.

## ORGANISATIONAL RELATIONSHIPS

Responsible for: General Hands – Parks & Environment.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

## POSITION DIMENSIONS

Work Location: Dardanup Depot.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence. MR vehicle licence (preferable).

## EXTENT OF AUTHORITY

This position operates under direction of the Principal Parks and Environment Supervisor within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

## CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire's Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council's WHS policies and Work Health and Safety legislation.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council's WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.

## CORPORATE ACCOUNTABILITIES

- Employees shall demonstrate the Shire’s Values, “Trust, Respect, Accountability, Customer/Community, Excellence, Support” within the workplace.

## VALUES

### Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

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| <b>T</b><br>RUST  | <b>R</b><br>ESPECT   | <b>A</b><br>CCOUNTABILITY   | <b>C</b><br>USTOMERS<br>& COMMUNITY   | <b>E</b><br>XCELLENCE  | <b>S</b><br>UPPORT   |
|  <p>"We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."</p> | <p>"We are committed to recognising and acknowledging each person’s unique contribution."</p>  |  <p>"We are committed to transparency, good governance and accept responsibility for our actions."</p> | <p>"We are committed to providing a positive experience for our customers and our community."</p>  |  <p>"We are committed to being the best we can be within the organisation."</p> | <p>"We are committed to being a true team."</p>  |

## SELECTION CRITERIA

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|------------|---|
| Essential: | <ol style="list-style-type: none"> <li>1. Qualifications in Horticulture with a minimum 3 years industry experience.</li> <li>2. Demonstrated passion for the Horticultural Industry.</li> <li>3. Previous experience in leading a team and an ability to apply hands on approach to work to achieve outcomes.</li> <li>4. Excellent verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders.</li> <li>5. Good level of organisational ability with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.</li> </ol> |
| Desirable: | <ol style="list-style-type: none"> <li>1. Current Traffic Management, Chemical Handling, Chainsaw Operator, White Card and First Aid Qualifications, or be willing to obtain.</li> <li>2. Irrigation experience in a medium to large scale environment.</li> <li>3. Local Government industry experience.</li> </ol>  |