

Leading Hand Parks

Reports to	Team Leader Active Space	Direct Reports or Key Relationships	Team Leader Active Space, Parks Team Leaders, Coordinator Parks, Manager City Amenity, Parks staff, Contractors and relevant stakeholders.
Classification	5		
Position number	552157		
What will you do? Service Outcomes <ul style="list-style-type: none"> • Work across the Open Space and Active Space areas to drive efficient proactive and reactive services throughout Manningham’s parks and sportsgrounds. • Lead by example in the field by working with and supervising Parks staff and contractors to build a highly motivated and passionate team. • Assist with the development of contract specifications and structured work programs for contractors and internal staff. • Repair and maintain parks assets in the vicinity of sports fields and sporting complexes. • Supervise contractors to deliver programs on time with quality results. Systems and process <ul style="list-style-type: none"> • Assist with the implementation of efficient, effective and financially responsible works programs. • Prioritise safety by identifying improvements and implementing established procedures. • Conduct quality and safety audits of parks staff and contractors. • Assist in the creation, and monitor works programs for Active Space and Open Space work teams and contractors. • Assist with the development and implementation of an infield device parks asset auditing and scheduled works program. People <ul style="list-style-type: none"> • Be a leader for your team and promote trust, accountability and collaboration. • Develop others to achieve their best. • Lead by example in the field to foster a motivated, hardworking and highly technical team. 		Who are you? <ul style="list-style-type: none"> • A qualified and experienced horticulturist with adaptable skills relevant to sportsground and open space maintenance with the ability to use these attributes in the field. • Have demonstrated knowledge and experience in the operation of plant and equipment used in and parks maintenance. • Have good oral and written communication skills including the ability to understand and maintain accurate records. • Possess the ability to communicate effectively and liaise with council staff, contractors, sports clubs, park users, residents and the general public. • Have an understanding of the operation and maintenance of sportsground irrigation systems. • Have a strong commitment to customer service and continuous improvement. What do we expect? <ul style="list-style-type: none"> • Model and lead our values. • Be dedicated to delivering a consistent, connected and customer focused service. • Be committed to maintaining a safe and healthy workplace. • Act consistently with our Employee Code of Conduct. • Be flexible and responsive and prepared to step up in times of need. 	

Leading Hand Parks

What are your key responsibilities?

Service Delivery	<ul style="list-style-type: none"> • Preparation and maintenance of parks assets in accordance with the Parks and Recreation Service Unit Plan and specification to maintain a safe and fit for purpose parks amenities and sports facilities. • To carry out maintenance of parks including sportsgrounds in accordance with the City Amenity Service unit plan and required specifications. • To operate plant and equipment used for sportsgrounds maintenance and parks maintenance, including grass cutting and turf renovation plant, turf spraying plant, tools and equipment, in a safe and efficient manner. • To assist with the maintenance and operation of Manningham City Council irrigation assets. • Undertake sportsfield assessments and parks audits for quality and OH&S improvement opportunities. • To assist in the keeping of maintenance records for sportsgrounds and open space areas. • Repair and maintain parks assets as required. • Undertake monitoring and maintenance activities involved with Manningham’s water harvesting system.
Systems and Processes	<ul style="list-style-type: none"> • To assist with the keeping of maintenance records for parks and open space. • To assist with educating staff and organising plant, equipment and materials to ensure that position objectives can be met. • Undertake contractor and works crew spot audits. • Supervise the safe application of chemicals required to maintain top quality sporting assets. • Assist with the ongoing integration of GIS based parks plotting software in order to develop efficient scheduling systems and parks asset monitoring
People	<ul style="list-style-type: none"> • To ensure contractors and Council staff carry out work in a safe and proper manner in accordance with Occupational Health and Safety requirements. • To assist with educating staff and organising plant, equipment and materials to ensure that position objectives can be met. • To ensure that all customer service requests are completed within the allotted time frames, and that reports accurately reflect work carried out. • Supervise and work with parks staff and contractors in the field. • To carry out other duties as requested by Team Leaders, Coordinator and Manager of City Amenity. • Act in the position of Team Leader when required.

Leading Hand Parks

What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> • Accountable for providing support and advice for services in relation to Parks activities and functions in accordance with Manningham Council policy and procedures • Authority to provide general advice and guidance to internal and external stakeholders in accordance with established procedures and practices • Required to supervise staff and contractors for the effective implementation of parks services. • Responsible for assisting in the coordination and carrying out preparation and maintenance of turf assets, ensuring that appropriate turf management and maintenance techniques and practices are implemented. • Responsible for carrying out maintenance of parks and landscaping in active space areas, ensuring that appropriate horticultural/turf and park maintenance techniques and practices are implemented.
Judgement and decision making	<ul style="list-style-type: none"> • Ability resolve issues through the application of professional experience and knowledge to find solutions for issues and provide recommendations. • Decisions relating to day to day sportsground and parks maintenance activities. • Setting up of plant and equipment, and scheduling of associated works to achieve high quality turf management and park maintenance outcomes. • Prioritise and organise work flow to achieve performance criteria required within the Parks and Recreation Service Unit Plan and specification.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Sound turf management and horticulture knowledge and skills relevant to sportsground and parks maintenance. • Experience in the installation and upkeep of Manningham’s sportsground and water harvesting irrigation systems. • Broad knowledge in the use of chemicals for sportsground maintenance and the OH&S requirements. • Proven ability to communicate and manage staff and contractors in a horticultural environment. • Experience in the planning, preparation and completion of parks projects to a high level. • Setting up of plant and equipment, and scheduling of associated works to achieve high quality park maintenance outcomes. • Familiar with basic budgeting techniques.
Management skills	<ul style="list-style-type: none"> • Ability to manage time and plan and organise work so as to complete allocated works within required timeframes and in accordance with sporting fixtures. • The ability to supervise staff and contractors and organise plant and materials to effectively and efficiently achieve the key responsibilities and requirements of this position.

Leading Hand Parks

	<ul style="list-style-type: none"> • Self-motivated with the ability to set priorities, plan and co-ordinate works to achieve unit goals and objectives. • Adopt safe working practices and taking corrective action where required.
Interpersonal skills	<ul style="list-style-type: none"> • Good oral and written communication skills including the ability to understand and maintain records for management systems and reporting purposes. • The ability to communicate effectively with Council staff, contractors, sports clubs, park users, residents, road users and the general public. • The ability to lead, work and contribute in both a team environment and independently. • Strong customer service skills
Qualifications and experience	<ul style="list-style-type: none"> • A recognised qualification in Horticulture/Turf Management or a lesser qualification with work skills and relevant experience in sportsgrounds and parks maintenance. • Experience in Microsoft suite and the use of field based technology. • Demonstrated knowledge and experience in the application of chemicals and the operation of plant and equipment used in sportsground and parks maintenance. •
Mandatory requirements	<ul style="list-style-type: none"> • Horticulture Qualification • Current Victorian Drivers Licence - (Medium Rigid preferred)