

Landscape Maintenance Officer

Reports to	Team Leader Landscape	Key Relationships	Team Leader Landscape, Landscape team staff members, Parks Team Leaders, Coordinator Parks, Manager City Amenity, Parks staff, Contractors and relevant stakeholders.
Classification	3		
Position number	552133		
What will you do? Service Outcomes <ul style="list-style-type: none"> Carry out the program of reactive and proactive landscape services that promote and enhance a safe, liveable and sustainable outdoor space for our community e.g. medium strips, road reserves, shopping precincts, Council office surrounds and Council managed facilities. Be part of the Parks team providing quality services to its customers in accordance with organisational goals, objectives, customer service undertakings and service unit standards. Systems and process <ul style="list-style-type: none"> Implement efficient and effective landscape works programs. Prioritise safety by identifying improvements and implementing established procedures. Keep up to date records of completed landscape rounds and report back to your Team Leader and Leading Hand. Follow safe work practices, procedures, instructions and rules at all times. People <ul style="list-style-type: none"> Ability to work and contribute in a team environment. Ability to liaise with the general public with a strong focus on customer service. 		Who are you? <ul style="list-style-type: none"> You are experienced in the maintenance of high quality urban landscapes. You have a proven history in landscape maintenance and organising the resources to complete the job effectively. You have the ability to follow direction and complete landscape works to a high standard within the required timeframes. You have the ability to assess situations, arrive at appropriate work solutions and show judgment as to when to contact/advise your Team Leader or Leading Hand. You have demonstrated knowledge and experience in the operation of plant and equipment used in landscape and parks maintenance. You have a strong customer focus and are an excellent communicator. 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. 	

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What are your key responsibilities?

Service Outcomes	<ul style="list-style-type: none"> • Carry out maintenance of parks, reserves, open space and landscape assets in accordance with the Parks Service Unit Plan and specification, including weed control, mulching, planting, pruning and other horticultural activities. • Ensure that parks, reserves, open space and landscape assets are maintained in accordance with established schedules in a timely, efficient and effective manner. • Carry out other parks maintenance related duties to assist the team to achieve seasonal maintenance requirements. • Identify and report potential hazards in parks, reserves and open space, and assist in repairing and making safe. • Assist in the Council nursery with the production and distribution of native and exotic plants. • Perform response duties for urgent requests if required, to make safe, rectify, or repair as soon as practical.
Systems and Process	<ul style="list-style-type: none"> • Operate plant and equipment including hedge trimmers, brush cutters, blowers, augers, chainsaws, spray units and other related plant, tools and equipment to ensure that horticultural maintenance activities are conducted in an effective, efficient and safe manner. • Maintain plant, tools and equipment in good, clean and safe working order, and kept secured at all times. • Ensure that all work meets specified quality, safety and environmental standards. • Complete forms/documentation relevant to work tasks and parks maintenance activities.
People	<ul style="list-style-type: none"> • Ensure that all customer service requests are completed within the allotted time frames, and that reports accurately reflect work carried out. • A strong customer focus and excellent communication skills.

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What are the key requirements?

Accountability and extent of authority	<ul style="list-style-type: none"> Responsible for carrying out maintenance of parks, reserves, open space and landscape assets in accordance with the Parks and Recreation Service Unit Plan and specification, ensuring that appropriate horticultural and landscape maintenance techniques and practices are implemented. Ability to ensure that appropriate Traffic Management Plans are applied as required during road related maintenance activities. Ability to set up plant and equipment, and scheduling of associated works to achieve high quality parks maintenance outcomes.
Judgement and decision making	<ul style="list-style-type: none"> Ability to take appropriate action to ensure that all plant and equipment is used correctly and maintained in a serviceable condition and secured at all times. Ability to assess situations and arrive at appropriate work solutions and show judgement as to when to contact/advise immediate supervisor. Ability to adopt safe working practices and taking corrective action where required.
Specialist knowledge and skills	<ul style="list-style-type: none"> Sound horticultural knowledge and skills relevant to horticulture and landscape maintenance, and the ability to use these attributes in the field. Ability to prioritise and organise workflow to achieve performance criteria requirements. Capacity to safely and competently use herbicides.
Management skills	<ul style="list-style-type: none"> Ability to manage time and plan and organise work to complete allocated tasks within required timeframes and in accordance with maintenance schedules. Ability to instruct staff and organise resources including plant, equipment and materials. Capability to organise resources to effectively and efficiently achieve the key responsibilities and requirements of this position.
Interpersonal skills	<ul style="list-style-type: none"> Good oral and written communication skills including the ability to maintain records for parks maintenance and management systems. Ability to communicate effectively with Council staff, contractors, park users, residents, road users and the general public. Ability to work independently and contribute in a team environment. Capability to provide high levels of customer service.
Qualifications and experience	<ul style="list-style-type: none"> Demonstrated experience in horticultural and landscape maintenance. Demonstrated experience in the operation of plant and equipment used in horticulture and landscape maintenance activities. Ability to supervise and instruct staff, and organise resources including plant, equipment and materials. Current Victorian Drivers Licence (Light Rigid).

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Mandatory requirements	<ul style="list-style-type: none">• Current Victorian Driver License - (Light Rigid).• Demonstrated experience in horticulture and landscape maintenance.
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