

# Position description

## Team Leader Streetscape Maintenance

### Summary information

<b>Section</b>	<b>Open Space Maintenance</b>	<b>Directorate</b>	<b>City Assets</b>
<b>Position grade</b>	<b>Band 2 Level 1 Grade 7</b>	<b>Position type</b>	<b>Permanent, full-time</b>
<b>Reports to</b>	<b>Open Space Supervisor</b>	<b>Direct reports</b>	<b>Yes</b>
<b>Approval limit</b>	<b>\$0</b>	<b>Release limit</b>	<b>\$0</b>
<b>Created/reviewed</b>	<b>October 2018</b>	<b>BCC numbers</b>	<b>BCC320, BCC417, BCC418, BCC1710 and BCC1835</b>

## 1 Position purpose

- To lead a small team of up to six staff in ensuring all gardens, including annuals, exotic, native, high profiles, medians and roundabouts are maintained in accordance with service level requirements and to schedule
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) system.

## 2 Qualifications and experience

### Essential

- Formal qualifications in horticulture or related area. Alternatively, extensive experience in these areas of operations
- Class MR Driver's Licence
- Staff Supervision Experience
- Extensive experience in maintenance of gardens and landscaped areas including annuals, exotic, native, high profile, median, roundabout gardens, etc.

### Desirable

- Chainsaw operation certificate of competence
- Senior First Aid Certificate
- RTA approved Traffic Controller Implementation Accreditation.
- Knowledge of applicable legislation and regulations
- Computer literate
- Demonstrated commitment to customer service
- Ability to work within a team environment
- Ability to direct and supervise staff
- Availability to work rostered overtime as required.

### 3 Authority

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The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

### 4 Key accountabilities

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#### Position specific

- Efficient and Effective Operation of the position holder's team
- Providing recommendations for mulching, watering, maintenance, embellishments and improvement and implement as directed
- Ensure daily reporting of all hazards, for all Council Assets and where possible take action to rectify and or make hazards safe
- Effective communication with staff and the public
- Presentation of clean, tidy and well maintained Recreational and Open Space areas under the position holder's control
- Allocated tasks are completed in a professional and efficient manner
- Effective supervision and performance of staff under position holder's control
- Efficient, effective and safe utilisation of all plant and equipment
- Completion and provision of accurate documentation and reporting forms including Timesheets, hazard report forms, Work Health and Safety documentation and forms, etc
- Promotion of a quality work ethic to all staff within the Open Space Section
- Preparation and maintenance of gardens and landscaped areas etc to required standards
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our Volunteers policy and standard
  - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

#### Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations

- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children’s Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

### Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council’s staffing structure and program of works to deliver our corporate objectives and strategic vision.

### Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

### Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council’s environmental sustainability policy through our work practices, programs and services.

## 5 Duties

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- Lead their team in undertaking all tasks assigned to the team
- Ensure their team is adequately resourced to meet assigned targets
- Fill in work load, hazard reporting forms and timesheets accurately
- Provide on-the-job skill development and training of staff
- Undertake toolbox talks with team, and when required
- Provide information and feedback to staff and the public as necessary
- Ensure all plant, including small plant, and equipment is operated safely, effectively, efficiently and within manufacturer’s guidelines, Council policies, practices and work instructions
- Ensure daily maintenance of plant and equipment under the position holder’s control
- Maintain Open Space areas, including gardens and landscaped areas to agreed standards, schedules and within agreed time frames
- Requisition materials, goods, and stores necessary to undertake all assigned tasks
- Assist in the preparation of accident and incident reports
- Ensure the correct, safe and efficient use of relevant chemicals in the completion of assigned tasks
- Ensure site Traffic and Pedestrian control is installed and used at all times, in accordance with relevant Australian Standards, RMS requirements, Council policies, practices and work instructions when required
- Record work details of Traffic Control when required
- Operate or supervise staff in the operation of plant, equipment and associated implements as necessary which may include:
- Tip trucks, Utility vehicles, Tractors, Out-front mowers, Water Truck, chainsaws, mowers, etc

- Undertake maintenance, renovation and embellishment works to gardens and landscaped areas, etc as required
- Erection of temporary barricades including temporary fencing, parrawebbing, safety tape, etc as necessary
- Make safe and/or rectify any hazards within Open Space areas
- Volunteer management duties if applicable
- Other duties as directed consistent with the operations of Council.

## 6 Performance criteria

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As per Council's performance management system.

Acknowledgement and agreement	
Employee	Name _____
	Signature _____ Date _____
Supervisor	Name _____
	Signature _____ Date _____