

Position Description

Position title:	Field Supervisor
Directorate:	City Wide Services
Service Unit:	Parks and Recreation
Reports to:	Park Team Coordinator
Direct reports:	No
Salary point:	7
Work location:	Depot
Date revised:	January 2021

What's it like working at the City of Newcastle?

We are focused on making a real difference in our community and achieving our vision of **creating a smart, liveable and sustainable global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers opportunity to develop in your current role, grow into future opportunities and reach your full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making, our day to day interactions and everything we do.

What's it like working in Parks and Recreation?

The purpose of the Parks and Recreation Service Unit is to support the wellbeing of the community through the provision of places and spaces for active and passive recreation and protection of the natural environment. These places and spaces are spread across 1200 hectares of City of Newcastle's managed open spaces including parks, sportsgrounds, beaches, pools, bushland, watercourse, wetlands, coastal estuaries and associated infrastructure. Promoting a culture within the Service Unit that empowers staff to be their best, is performance based and supports job satisfaction are critical to the delivery of our purpose.

What's the focus of this position?

This role will work closely with the Open Space Coordinators in the supervision and leading of a team to deliver the Open Space Maintenance program and improvements within City of Newcastle's (CN) sports fields, parks and reserves. The Field Supervisor will demonstrate sound technical knowledge on horticultural and turf management practices and promote a positive team environment by demonstrating CN's CREW values to ensure the effective delivery of these programs.

What you'll be doing:

- Deliver efficient and effective maintenance of CN active and passive open space areas to the agreed service levels and relevant industry standards.
- Supervise and train employees, day labour, contractors and volunteers in all aspects of open space maintenance.
- Demonstrate extensive knowledge and practical application of amenity horticulture including turf maintenance, horticultural maintenance and minor landscape works.
- Plan and schedule tasks to achieve the efficient and productive utilisation of resources whilst minimising inconvenience to public amenities during the execution of the works.
- Maintain the Workplace, Health and Safety (WHS) of self, fellow workers and the general public during the execution of works by ensuring that safe work practices are adopted and adhered to in accordance with CN's Code of Safety Practice and WHS Guidelines.
- Oversee and maintain detailed records such as workplace inspection reports, daily work reports, Figtree incident reports, machinery inspections and playground inspections.
- Identify and analyse occupational risks and report on potential hazards, including machinery, infrastructure and facilities and organise the respective repairs and/or relevant reporting.
- Lead team meetings, toolbox talks, and risk assessments whilst encouraging active participation of all in attendance.
- Communicate efficiently and effectively with all stakeholders in a respectful manner
- Collaborate and coordinate with internal and external stakeholders to ensure seasonal works, events and sporting requirements are delivered on time.
- Contribute to the promotion of teamwork and assist in building a positive team culture whilst dealing with conflict and issues in a timely manner.
- Continually improve skills and knowledge for the benefit of the team and the organisation as a whole.
- You will be required to carry out other duties that are within the limits of your skills, competence, training and/or experience as directed by your Manager.

The essentials you'll need:

- Tertiary qualifications in horticulture, greenkeeping or natural resource management.
- Class C Driver's Licence with the willingness to obtain a MR / HR Licence (manual).
- Demonstrated ability to design, develop, plan and implement park maintenance programs and amend to meet team and community objectives.
- Demonstrated ability to communicate effectively (both written and verbal) with a wide range of stakeholders. This includes the general public, contractors and other CN staff using interpersonal, negotiation, mediation skills and the ability to complete written forms and maintain quality records.
- Demonstrated knowledge of all relevant WHS and EEO requirements.
- Demonstrated ability to train staff in all facets of Parks and Recreation grounds maintenance.

- Demonstrated ability to estimate projects using first principles of grounds maintenance, minor projects and landscape works.
- Proven ability to build and maintain team motivation to ensure efficiency and harmony in the team.
- Competent in the use of all park related plant/machinery and undertake minor maintenance.
- Sound competency in the use of personal computers, including Microsoft programs, Outlook and smart phones.
- Construction Induction Card and Implement Traffic Control Card or willingness to obtain.
- Sound knowledge in the application and safe use of chemicals and have a current Chemcert III qualification.

Other valuable skills you may have:

- Tertiary qualifications in leadership and management and/or training and assessment.
- Demonstrated competence in operating computer software programs e.g. Finance One, ECM, Intranet.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	