

POSITION DESCRIPTION	
Title:	Spray Crew Leading Hand
Group:	Services
Reports to:	Parks Supervisor
Grade:	12
Position Allowances:	Adverse Working Conditions Allowance – Level 1
Hours:	38 hours per week
Number of Direct Reports:	1
Number of Indirect Reports:	Nil
Vehicle:	No
Position Code:	83362
Pre-placement Medical:	Required
National Policy History Check:	Not required
WWCC Check:	Not required
Date Developed:	March 2021
Date Reviewed:	
Position Purpose	
<p>To provide pesticide application services to Council to ensure that the amenity of the parks and streets in the Council area is maintained and are safe for the use of the community.</p> <p>To lead and control pesticide application works through the implementation of Council's pesticide management program across the city's open spaces and road reserves.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Certificate III in Horticulture (Parks & Gardens) or equivalent qualification. • Demonstrated experience in the application of pesticides for the treatment of weeds and other horticultural pests. • Demonstrated experience in trade level supervision including performance and skill reviews. 	

- Demonstrated experience in estimating, applying budgets, recording and reviewing actual costs of works and work schedules.
- Well developed interpersonal and communication skills (written and oral) for effective liaison with work team, supervisor, staff, public and external bodies, including negotiation, conflict resolution and decision making.
- Ability to work without supervision and as part of a team.
- Sound understanding and commitment to WHS, quality standards and management systems.
- Understanding of relevant practices and policies.
- Basic ability to use computers and mobile devices.
- Ability to provide on the job training in Pesticide Application and / or Horticultural procedures.
- Physically capable to undertake task relevant to the position.
- Experience in contributing to improvements to a quality management system or making suggestions for other business improvements.
- General Induction for Construction Work Certificate (White card).
- Current class C Driver's Licence.
- Traffic Controller (Work Zone Traffic Control) ticket or ability to obtain within probationary period.
- Implement Traffic Control Plans ticket or ability to obtain within probationary period.
- Farm Chemical Users certificate or equivalent.

Desirable:

- Local Government experience.
- Provide First Aid Certificate.
- Chemical Risk Management Certificate (AQF4).
- Experience in integrated pest management.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain Council's Parks and open spaces assets under your control in the most satisfactory state of repair as well as work for external clients in accordance with resource allocation by:

- Managing the Pesticide schedule in Council's open spaces to reduce weed infestations and other pesticide application programs as required.
- Day to day organisation of staff and resources associated with pesticide application.
- Provide supervision and mentoring for direct reports within the Park's team to facilitate the achievement of set objectives.

- Organising the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by your team.
- Identifying and reporting improvements and works in operations, maintenance requirements and other activities within area of responsibility and where required taking immediate action.
- Assisting in the estimation and review of cost of works undertaken.
- Monitoring day-to-day performance against agreed quality and schedules.
- Providing written or electronic documentation of progress and variations to schedules and work orders.
- Assisting in the review and implementation of schedules and work plans to ensure effective use of labour, plant and materials.
- Communicating with the community and internal customers regarding maintenance works including complaints and requests.
- Ensuring accurate completion of work orders, docket, daily diary, daily/weekly checklists, accidents and incident reports and other organisational forms and reports as required.
- Ensuring compliance with Council policy and procedure including Council's Code of Conduct, Purchase, Risk Management and other relevant policies.
- Implementing necessary action to locate and protect public utilities on work site.
- Physically undertaking parks maintenance activities throughout the city.
- Contribute and assist in the completion of performance reviews for direct reports.
- Providing appropriate operational and technical advice to Supervisor.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values.
- Providing leadership and supervision for employees working within areas of responsibility.
- Managing the performance of your team and individuals in it including on-the-job training and mentoring.

Work within and apply environmental and sustainability principles within area of responsibility.

Assist in the operation and maintenance of the Works Depot.

Perform other duties consistent with the requirements of the position.

Work Health & Safety

- Actively participate in a safe and healthy working culture.
- Monitor health and safety performance within area of responsibility.
- Demonstrate commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections, etc.
- Participate where required in resolution of safety issues.
- Initiate actions to improve health & safety within area of responsibility.

- Ensure all employees are inducted and receive regular training as required to perform jobs safely.
- Ensure safe working conditions are maintained.
- Provide information, training and appropriate supervision to people in your area of responsibility to enable them to work safely
- Ensure Shellharbour City Council policies and procedures are communicated, understood and followed.
- Ensure people within area of responsibility know hazards and risks associated with any operation and the method established to eliminate or control risks.
- Ensure all incidents, hazards and near misses are reported and acted upon.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councilors, Customer and Council.