



## 1. POSITION DESCRIPTION

<b>Position Title:</b>	Parks & Gardens/Town Maintenance Crew
<b>Classification:</b>	Level 4
<b>Tenure:</b>	Casual
<b>Award:</b>	<i>Local Government Industry Award 2010 (LGIA 2010)</i>
<b>Department/section:</b>	Works and Services

## 2. POSITION OBJECTIVES

- 2.1 To carry out all necessary Parks & Gardens/Town Maintenance tasks, including maintenance of the Shire's parks/gardens and grassed play/recreational surfaces, as well as other infrastructure and asset areas. Work is to be undertaken in a safe and efficient manner, and under the general supervision of the Chief Executive Officer and to a standard that contributes to the Shire achieving its corporate goals.
- 2.2 To contribute positively and productively to a harmonious workplace and the fulfillment of all duties, while adhering to OHS standards and safe work practices.
- 2.3 To liaise with other relevant Shire staff as required, to ensure the satisfactory management your role and undertaking of the above objectives, including regular attendance at meetings and reporting of progress to supervisors.

## 3. POSITION COMPETENCIES

### 3.1 Skills

- Sound general greenkeeper/horticultural/gardening skills
- Good time management skills
- Sound skills in the safe use of light machinery and hand tools, including but not limited to; mowers, slashers, trimmers, blower/vacuums, chainsaws
- Ability to operate a range of Council vehicles in a safe manner including utilities, light trucks, tractors and mowers
- Good verbal and written communication skills
- Basic public relations and interpersonal skills

### **3.2 Knowledge**

- Good working knowledge of the Occupational Safety and Health (OSH) standards
- Sound knowledge of the operation of the common range of horticultural type equipment and machinery
- Sound knowledge of the general parks and gardens and streetscape maintenance including landscaping, tree maintenance, reticulation systems
- Working knowledge of chemicals and fertilisers to be used in caring for grassed playing surfaces as well as general gardening
- Basic knowledge of local government operations and procedures
- Basic knowledge of Council's organisational structure and function
- Basic knowledge of the Shire District

### **3.3 Experience**

- Experience in the operation of general horticultural plant and equipment
- Experience in maintaining grassed tennis courts and bowling greens is highly desirable
- Experienced work in an unsupervised position, and also as part of a team
- Previous experience in selection and application of chemicals and fertilisers is highly desirable
- Experience in general town maintenance is desirable
- Experience in the operation of heavy plant would be advantageous

### **3.4 Qualifications and/or Training:**

- Horticultural training and certificates are desirable
- Hold current certificates in relation to use of chemical handling
- Senior or Basic Life Support First Aid Certificate desirable
- White card (WA construction)
- Possession of HR class Driver's License.

## **4. KEY RESPONSIBILITY AREAS**

- 4.1** To assist with the construction and maintenance of Council's assets and infrastructure, including to help construct, repair and maintain the Shire's parks and gardens, grassed playing/recreational surfaces, grassed tennis courts and bowling green, and golf course, to a professional and high standard, but including to perform other maintenance or labouring duties as where necessary to achieve team objectives (for example, to provide works and services generally to the community, including refuse and litter removal, cemetery maintenance and

grave digging, tree lopping, and carry out other duties as directed by the Chief Executive Officer).

- 4.2 To operate in a suitably skilled manner, a variety of light and other machinery as directed, including but not limited to; light trucks, tractors, passenger vehicles, and mowers, etc as required. Including to perform daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used.
- 4.3 To carry out all work efficiently, effectively, within established guidelines, and in a professional manner as per the Shire's Code of Conduct, and contribute positively and productively to a harmonious work place, including to take responsibility for the quality and standard of work performed, and that of your work colleagues.
- 4.4 To work under the direction of the Community Services Coordinator, but to also be self motivated and able to work unsupervised as required.
- 4.5 To adhere to and promote safety in the work place as per the Shire's Occupational Safety and Health policies.
- 4.6 To observe and report on damage/maintenance requirements of equipment/tools in your care.
- 4.7 To identify and report any actual or perceived hazards/dangers/accidents to the Community Development Officer.
- 4.8 To undertake additional training where appropriate and authorised so as to maintain/enhance service skills.
- 4.9 Due to workload or during critical incidents (e.g. weather, fire, or man-made events) you may be required with minimal notice, to work over time and on weekends.

## 5. ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Chief Executive Officer
<b>Supervision of:</b>	Nil
<b>Internal Liaisons:</b>	Works Supervisor Administration Officer (Community Services) Other Shire employees as required
<b>External Liaisons:</b>	General Public Ratepayers Community groups Sporting clubs/groups Public Authorities/Utilities

**7. EXTENT OF AUTHORITY**

Operates under the direction of the Chief Executive Officer and within the Shire’s established guidelines, procedures and policies.

**8. SELECTION CRITERIA**

**8.1 Essential**

- Previous experience in maintaining parks and gardens, including chemical handling and fertilizer application.
- Demonstrated ability to safely operate and maintain the common range of horticultural type equipment and machinery.
- Capable of physical labour as required.
- Knowledge of and ability to follow OHS polices, code of conduct and safe work standards.

**8.2 Desirable**

- Senior or Basic First Aid Certificate
- Previous experience in maintaining grassed tennis courts and bowling greens
- Basic skills in the operations of major plant equipment.

**8.3 7.3 Additional Requirements**

It is an inherent requirement of this role that the employee holds and maintains a valid WA Driver’s Licence – minimum “HR” class.

Preferred candidates may be required to obtain a National Police Clearance and undergo a medical examination to confirm fitness to work before an offer of employment is made.

**9. CONDITION OF EMPLOYMENT**

I acknowledge acceptance of the above conditions of employment for the position of Parks & Gardens/Town Maintenance Crew with the Shire of Mingenew.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Supervisor

Date \_\_\_\_/\_\_\_\_/\_\_\_\_