



City of
Norwood
Payneham
& St Peters

TEAM MEMBER, PARKS & GARDENS

POSITION & PERSON DESCRIPTION

December 2023

GENERAL

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, aligns with the strategic and corporate directions of the Council as set out in the *City Plan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.

The Position & Person Description also provides the basis upon which selection criteria for the position are determined.

DEPARTMENT: Infrastructure & Major Projects

UNIT: City Services

SECTION: Parks & Gardens

ORGANISATIONAL RELATIONSHIP: The position reports to a Team Leader, Parks & Gardens, which may vary from time to time and at times, may be required to act under the supervision of the Leading Worker, Arboriculture.

The position is also expected to work in collaboration with other Team Members, Apprentices and Temporary (Agency) Staff.

REPORTS: No staff report to this position.

AWARD & CLASSIFICATION: *Local Government Employees Award* and the
City of Norwood Payneham & St Peters *Local Government Employees' Enterprise Agreement*,

Municipal Employee, Grade 4 – Grade 5
as classified under the relevant Award

OVERVIEW

Working within a small multi-skilled team, Team Members undertake a wide range of tasks associated with the maintenance of the City's parks, gardens, reserves, sports fields, streetscapes and street trees.

Typical tasks undertaken by Team Members include proactive maintenance works such as mowing, mulching, pruning, planting, weed control and playground inspections, and also include reactive and emergency works such as removal of fallen trees, litter collection, irrigation repairs, removal of branches and tree limbs and collection of illegally- dumped waste.

Typical machinery required to be used in the execution of works, includes ride-on and push-along grass mowers, brush cutters, chainsaws, pole saws, elevated working platforms, leaf blowers and wood chippers. Team Members are expected to undertake the safe and efficient use of the available plant and tools.

Team Members are required to follow the instructions provided by their Leading Worker in the execution of assigned works and are expected to be able to work with minimal supervision.

Works are often carried out in close proximity to traffic and as such, Team Members are required to be familiar with appropriate work zone traffic management practices and implement appropriate measures at each work site.

While each Team is assigned a work zone, a City-wide approach is taken in order to get things done. Team Members therefore also works co-operatively with all member of the outdoor workforce and may be reassigned between teams from time to time as required, including the Arboriculture team.

Team Members are expected to work under instruction of the Works Coordinators, Leading Workers and other staff who determine the work plans, goals and targets which the Team Members will deliver.

Staff also have a responsibly to contribute to a constructive working environment and effective team and may contribute to continuous improvement, personal development and training and team work principles.

From time-to-time the Team Member, Parks & Gardens may be required to use self-initiative, work in isolation or undertake work out of core hours.

POSITION OBJECTIVES

- To undertake various tasks involved in the maintenance of the City's parks, gardens, reserves, creek lines, sports fields, streetscapes and street trees and associated infrastructure.
- To undertake various tasks involved in open space development, such as landscaping, irrigation installation or repair, planting trees and vegetation and installing park furniture, as well as undertaking various tasks associated with the amenity of open space.
- To undertake reactive works and respond to emergency situations, which may involve street trees, including the collection of fallen trees or limbs and clean up from storm damage and irrigation bursts or the removal of litter.

KEY RESULT AREAS

- *Operational Responsibilities*
 1. Execution of works
 2. Reporting on works
 3. Customer Service

OPERATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

1. EXECUTION OF WORKS

- Undertake all necessary maintenance activities associated with the assigned parks, gardens, reserves, creek lines, sports fields, streetscapes and street trees. Activities include, but are not limited to: mowing, pruning, mulching, planting, watering, installing and repairing irrigation systems, collecting litter and dead animals, applying herbicide and pesticide, maintaining park furniture and BBQ's, painting, inspecting and maintaining playground equipment and tree pruning or removal.
- Undertake all necessary activities associated with the safety and amenity of the City's open space. Activities include, but are not limited to: collecting litter, removing dead animals and clearing leaf debris from community land, roads and footpaths.
- Utilise appropriate plant, machinery and tools in the execution of works, but only when competent to do so, and with any necessary licence.

Performance Indicators

- Horticultural and other maintenance works are completed to accepted industry standard, in a timely and accurate manner.
- High level of amenity is maintained in the areas of responsibility.
- Proper work zone traffic management signs and devices are installed at all work sites where traffic management is required.
- Plant, machinery and tools are maintained in good condition and are used in accordance with operational procedures.

2. REPORTING ON WORKS

- Keep appropriate records associated with the assigned responsibilities, including records of minor purchases made (eg: submission of dockets), installation of traffic control devices, and WHS Reports, such as reporting injuries and incidents, etc.

Performance Indicators

- Dockets and receipts are submitted in a timely manner.
- Records of all regulatory traffic control devices used in the execution of works are kept.
- Plant checks are undertaken in accordance with adopted standards.

- All other records are kept in an accurate and timely manner.

3. CUSTOMER SERVICE

- Address matters and enquires raised by citizens and customers in a courteous and professional manner.

Performance Indicators

- Citizens and customer enquiries are address in a timely manner with accurate information, in a courteous and professional manner and referred-on appropriately where necessary.

PERSON SPECIFICATION

QUALIFICATIONS AND/OR EXPERIENCE

- Certificate in Horticulture or significant demonstrated vocational experience (Desirable)
- Current motor vehicle driver's licence (Desirable)
- Class MR or greater licence (Desirable)
- Chainsaw competency ticket and elevated work platform competency ticket
- Work Zone Traffic Management Certificate

KNOWLEDGE

- High level of knowledge of horticultural best practice
- General knowledge of the principles of Work Health & Safety
- Sound knowledge of good customer service principles
- Sound knowledge of Fair Treatment principles
- Sound knowledge of best practices relating to traffic management at work zones & road signage.

SKILLS

- Skilled in all aspects of general horticultural work, including the maintenance of reserves, tree planting, tree pruning, irrigation repairs and installation, and the use of horticultural machinery.
- Good time management and organisational skills
- High level of communication and interpersonal skills in order to communicate effectively with a wide range of people.
- Good level of numeracy and accuracy

EXPERIENCE

- Proven experience in horticultural practice, involving or relating to the maintenance of open space.
- Broad experience in the operation of plant, machinery and tools
- Experience working in a close team environment.

PERSONAL ATTRIBUTES

- Willingness and ability to participate as a team member as well as to work alone.
- A commitment to implementing Workplace Agreement initiatives.
- A commitment to achieving best practice processes.
- Demonstrate initiative and self-motivation whilst working under minimal supervision.
- Good work ethics including the ability to take direction from the Team Leader, Parks & Gardens and all other relevant staff members.
- Ability to develop new technical skills and embrace new technology and techniques.
- Commitment to provide a high level of customer service.
- Willingness to be solutions focussed.
- Willingness to be innovative and flexible.
- Willingness to work under various weather conditions, often away from conveniences.
- Willingness to work with and assist lesser skilled employees, including apprentices

DELEGATION & AUTHORITY

- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council.

JOB REQUIREMENTS

- Australian Criminal History (Police) Clearance.
- Department of Human Services (DHS) Working With Children Clearance.
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and other relevant staff development and maintain competency levels.
- Work Health & Safety (WHS) competencies and training requirements include:
 - Sun Smart UVS Annual Awareness
 - Personal Protective Equipment (every five (5) years)
 - Prevention of Falls General Awareness (every two (2) years)
 - Hazardous Chemicals (induction and every five (5) years)
 - Electrical Safety (induction and every five (5) years)
 - Drugs & Alcohol (induction)
 - Environmental Hazards General Awareness (induction)
 - Heat Stress (every three (3) years)
 - Working With Wildlife (every three (3) years)
 - Canine Behaviour (every five (5) years)
 - Confined Spaces (every five (5) years)
 - Asbestos Containing Material (every five (5) years)
 - Hazardous Manual Tasks (every three (3) years)

- Fatigue (every five (5) years)
 - Chainsaw Operating Licence (every five (5) years)
 - Work Zone Traffic Management Ticket (every three (3) years)
 - Medium Rigid (MR) Licence (every ten (10) years)
 - i-Responda Basics (every five (5) years)
- Complete duties as requested by a more senior officer than yourself.
 - Complete duties within the timeframes allocated.
 - Some work outside of normal hours may be required

WORK HEALTH & SAFETY AND INJURY MANAGEMENT

- In accordance with Section 28 of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
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Performance Indicators

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

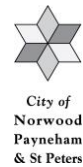
ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the *Business Excellence Framework* as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.





AGREEMENT:

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties, skill requirement and the expected outputs and outcomes for the position of Team Member, Parks & Gardens.

APPROVED BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Date

This Position & Person Description which reflects and describes the responsibilities, duties, skill requirements and the expected outputs and outcomes for the position of Team Member, Parks & Gardens has been read and agreed to by

TEAM MEMBER, PARKS & GARDENS

Date