POSITION DESCRIPTION FORM

POSITION IDENTIFICATION

Title: Turf - Team Leader
Level: Level 4

Service Unit: Operations – Parks, Gardens & Environment
Award: Local Government Industry Award 2010

Directorate: Engineering & Development Services
Date Effective: 1 October 2017

Reporting to: Principal Parks & Environment Supervisor
Date Last Reviewed: 1 October 2017

PURPOSE OF POSITION

- Assist with setting the daily work schedules and priorities for the Parks and Gardens team.
- Responsible for the upkeep and maintenance of all turf sporting fields, street scapes and reserves to a high standard in a safe and efficient manner that contributes to a positive image for the shire.
- Responsible for the safe use of tools, equipment, plant and vehicles used by the Parks and Gardens team.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Under direction of the Principal Parks & Environment Supervisor undertake mowing, reticulation, horticulture and general maintenance programmes and projects.
- Assist other sections, general public and contractors with parks and gardens matters ensuring outcomes meet the expectations of ratepayers, Council and public authorities.
- Ensure all plant and equipment is properly maintained and in a safe working condition ensuring daily pre start inspections are undertaken and documented appropriately.
- Ensure daily traffic management requirements are set up/taken down at the start and end of each day in accordance with the relevant Traffic Management Plan.
- Attend call outs for work after hours.
- Provide technical information on parks and gardens matters to Council officers, Parks and Gardens staff and the community.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor / manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: Turf Attendant
ORGANISATIONAL RELATIONSHIPS

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Dardanup Depot.

Delegated Authority: Not Applicable at this level.

Driving Requirements: MR vehicle licence. (Preferable)

EXTENT OF AUTHORITY

This position operates under direction of the Principal Parks and Environment Supervisor within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;

- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.

- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.

- Maintain obligations described within the Shire’s Customer Service Charter.

- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee (whether alone or with others) in the course of their employment.

- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.

- Deliver effective use of Shire resources within the level of accountability for this position.

- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s OSH policies and the Occupational Safety and Health Act 1984 s20.

- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under the Occupational Safety and Health Act 1984 s19.

- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Occupational Safety & Health legislation and Council’s OSH policies.
CORPORATE ACCOUNTABILITIES

- Provide an ongoing commitment to risk, emergency management and business continuity principles.

VALUES

- Council’s values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.

- The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; Excellency and best practice; open, fair, accountable and efficient work practices; and staff development.

SELECTION CRITERIA

Essential:

1. Certificate III qualifications in Horticulture Turf Management with a minimum 5 years industry experience.

2. Proven experience working on sporting fields, turf renovation and treatment or similar using specialist turf plant and machinery.

3. Previous experience in leading a team and an ability to apply hands on approach to work to achieve outcomes.


5. Excellent verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders.

6. Good level of organisational ability with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.

Desirable:

1. Trade qualification in Parks & Gardens or related discipline.