

Position Description



Position Title	Team Leader Berridale Civic Services
Group	Infrastructure
Reports to	Supervisor Civic Maintenance
Grade	8
Date reviewed	June 2021

Primary Purpose

Supervise and coordinate the activities of the Civic Maintenance team in order to present parks, gardens, reserves, amenities, natural bush and sports fields to the Council standard and ensure the general beautification of Snowy Monaro Regional Council.

Guides the day-to-day work of a team and supports team members to undertake their work efficiently, effectively and safely.






The incumbent will lead Council's vision as "A Trusted Community Partner", promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, and use these to guide decisions, actions and conduct.

Key Accountabilities

- Supervise and co-ordinate the day to day operations and maintenance of parks, gardens, reserves, playgrounds and open spaces to agreed standards and budget,
- Carry out the selection and hiring of contractors and the monitoring of their performance as per Council's Hiring of External Plant Procedure,
- Work with the Supervisor Civic Maintenance to develop the program of Works and budgets to be undertaken in the civic spaces,
- Investigate needs and prepare estimates and reports for maintenance programs
- Promote information sharing and knowledge transfer to drive evidence-based decision-making, enhance capability and optimise capacity
- Contribute to the performance of Council: demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions
- Contribute to a safe workplace: comply with legislative and organisational requirements and be accountable for own decisions and actions

The employee is required to undertake any other duties, projects or tasks as directed by the Supervisor Civic Maintenance, which are within his/her skills, competence and training.

Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Adept
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Adept
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Intermediate
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Intermediate
 Workforce Leadership	Be accountable for providing direction, developing capability and leading effective approaches to meet organisational priorities now and into the future.	Intermediate

Essential Criteria

1. Understanding and application of the principles of landscaping care including mowing, trimming and arboreal care,
2. Current Class C drivers licence, ongoing employment is conditional on maintain this licence,
3. Demonstrated ability to manage and implement Quality, WH&S and Environmental Management plans and controls,
4. Extensive experience in supervising and motivating staff in recreation, parks and horticulture construction and maintenance,
5. Well-developed oral and written communication and interpersonal skills to deal with customers and staff,
6. Proven ability to prepare estimates, control and schedule works for weekly, monthly and annual works programs,
7. Proven ability to manage budgets within area of responsibility and report changes required to Supervisor Civic Maintenance,
8. Demonstrated experience in operation of recreation plant and equipment,
9. Demonstrated experience in the selection and hiring of contractors and the monitoring of their performance in the contracting and maintenance of Council Works,
10. Demonstrated skills and knowledge to supervise minor building maintenance works

Desirable Criteria

1. Certificate IV in horticulture, parks and gardens or equivalent,
2. Demonstrated ability in Microsoft Office and windows based applications,
3. Current Class MR Drivers Licence,
4. Current Traffic Controller and Implement Traffic Control Guidance Licences,
5. Knowledge of Property Maintenance Standards,
6. Playground Inspection and Audit qualification or willingness to obtain,
7. Demonstrated interest, or knowledge of plant health, landscaping and turf management strategies

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date