

POSITION DESCRIPTION

1. POSITION IDENTIFICATION

Position Title:	Urban Parks Team Leader	Date Authorised:
Position No.:	5624, 5625, 5636, 5637, 5657, 5672, 5673, 5674, 5675, 7442	
Branch:	Parks	
Stream:	Infrastructure Services	
Award Stream:	Local Government Employees (Excluding Brisbane City Council) Award	Date Reviewed: 21/09/09
Level:	5	

2. ORGANISATIONAL ENVIRONMENT

Logan City Council is committed to developing Logan as “a City of opportunities for Families, Lifestyle and Business”. Its mission is to strongly pursue this vision in partnership with its communities and other stakeholders.

3. OUR VALUES

OUR VALUES

Service Excellence
We will treat our customers and colleagues with respect and fairness.
We encourage fun, teamwork and loyalty.
We will pursue continuous improvement in our service delivery.

Trust and Integrity
We behave with integrity and professionalism at all times.
We are trusted to exercise initiative and value new ideas.

Achievement
We serve our community and our colleagues to the best of our ability.
We recognise effort, innovation and achievement.

Responsibility
We accept responsibility for our actions and behaviour consistent with these values.

4. MAIN PURPOSE OF THE POSITION

Based at one of Council's depots, the position will lead a work team applying trade skills in maintenance and functions for the establishment of parks, road landscape, and other recreational areas to meet with the expectations of the community.

5. REPORTING RELATIONSHIPS (INCLUDING SUPERVISION)

- The position reports to the Parks Supervisor. The position is subject to limited supervision leading a work team performing a range of highly skilled, specialist and general horticultural activities under the direction of the supervisor.

- The position will typically possess one report. Operational requirements may require additional reports on occasion.

6. DUTIES AND RESPONSIBILITIES

Applying trade qualification skills and abilities in order to lead and perform in a work team undertaking general, highly skilled and specialist horticultural activities including but not limited to:

- Leading a work team including:
 - Ability to make decisions and delegate within bounds of responsibility;
 - Issuing directions and instructions to Team Members;
 - Maintaining discipline, loyalty and morale within the team;
 - Training, mentoring and multi skilling of team members;
 - Selecting appropriate interpersonal skills to ensure that the team operates effectively and efficiently;
 - Liaise with the Supervisor in regard to team performance, project progression and problems;
 - Provide advice and guidance when required in terms of developing Work method Statements and other applicable Council policy;
 - Participate in and encourage others to undertake training and skill development within skill level;
 - Interact with team members, other Council staff and Council clients in a manner conducive to creating positive outcomes; and
 - Select appropriate materials, procedures and tools to ensure activities are performed safely, efficiently and effectively.
- Turf Management including:
 - Performing grass cutting activities (by using machinery such as ride-on mowers exceeding 12 hp., hand mowers, brush cutter, edgers and various other types of machinery).
 - Landscape Maintenance including:
 - Plant/replant landscaped areas in road reserves or parks.
 - Mulching gardens and tree surrounds.
 - Grafting and propagating.
 - Pruning of shrubs and trees using hand tools, chainsaws and mechanical hedgers.
 - Specialised maintenance of specimens and gardens including roses and annuals.
- Operate and perform routine maintenance on related tools, fleet items, machinery and equipment, including prestart and post use checks..
- Drive a truck up to 15t GVM;
- Inspect parks and report to Supervisor of graffiti, vandalism, broken or faulty park facilities and dangerous or damaged trees.
- Inspect and clean park and associated equipment eg service barbeques, remove rubbish, rake and sweep paths and playground area. Check playground surround and parks for sharps and other debris to ensure public safety.
- Use of appropriate PPE in accordance with established procedures in operation of machinery including mowing, brush cutting, and edging as directed by the Supervisor.
- Use of appropriate PPE in collection of broken glass, sharps and syringes in accordance with established procedures.

- On a seasonal basis undertake fertilising activities, pruning, planting, mulching, and carry out minor maintenance on irrigation system.
- Prepare and apply pesticide, herbicide and fungicide formulations in a safe manner.
- Assist in the implementation of integrated pest management programs to control weeds, pests and diseases.
- Ensure complete and accurate records are captured, created and maintained within the appropriate recordkeeping system in accordance with Council policies and procedures.
- Irrigation Maintenance:
 - Regular maintenance checks, repairs to irrigation systems and programming controllers for specific conditions.
- Maintain Safety Standards in Parks and Road Medians including but not limited to:
 - General litter and rubbish removal due to illegal dumping of rubbish or vandalism.
 - Traffic control operations where certified.
 - Customer Service
 - Presentation of Parks for special functions.
- Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training

7. WORKPLACE HEALTH AND SAFETY REQUIREMENTS

To contribute to the effectiveness of Council's Health and Safety program by:-

- Complying with all statutes and regulations, and prescribed procedures.
- Following safe work practices, instructions and rules to prevent accidents to self and others.
- Using appropriate protective clothing and equipment.
- Attending training appropriate to the position such as Traffic Controllers and Confined Entry training.
- Maintaining own work area in a clean and tidy state.

The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Staff Immunisation Directive HSP300. As a result they are required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus, Hepatitis A and B)

8. SELECTION CRITERIA

Mandatory

- 1 Demonstrated experience in coordinating a wide range of horticultural activities relating to the maintenance and improvement of parks, road landscape and other recreational areas.
- 2 Possession of Level III Horticulture Certificate or equivalent trade qualification.
- 3 Extensive experience and demonstrated ability to safely and competently operate plant and equipment associated with the position.
- 4 Class C manual drivers licence.
- 5 Knowledge of Councils by-laws and legislative provisions relevant to the area of work including Australian Standards.
- 6 Demonstrated experience in the operational supervision and coordination of a work team including a thorough working knowledge of the Workplace Health and Safety Act 1995.

- 7 Demonstrated verbal and written communication skills including the ability to foster positive working relationships within the team, and with Council clients and contractors.
- 8 Demonstrated organisational ability including the ability to plan, document and organise work associated with a team.

Desirable

- 9 Class MR Manual Drivers Licence.
- 10 A working knowledge of irrigation and drainage systems.
- 11 Possession of an Agricultural Chemical Distribution Certificate (AC/DC) certificate or equivalent.

9. REQUIREMENTS

- Possession of a current '30125 Qld General Safety Induction (Construction) Industry Ticket.
- Applicants must undergo a pre-employment functional assessment and be assessed as medically fit to carry out the duties and responsibilities of the position.

10. ACKNOWLEDGEMENT

This position description is subject to change from time to time as Logan City Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.