

POSITION TITLE	Coordinator Parks and Open Spaces
DEPARTMENT	Infrastructure Services
GROUP	Works
LOCATION	Kowa Street Depot Mareeba
CLASSIFICATION / LEVEL	LGOA Level 6
REPORTS TO	Manager Works

Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council's capital works and major operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Projects

Group Summary

The Works Group is responsible for the construction and maintenance of Council assets, including but not limited to: roads and drainage infrastructure, bridges, parks and gardens, land protection, cemeteries and other community assets.

Position Summary

This position is responsible for the maintenance and effective risk management of Council's controlled open spaces throughout the municipality and lead Council's Parks and Gardens and Land Protection Sections.

Key Responsibilities

- Coordinate the sections maintenance programs including establishing clear objectives and standards of performance for all maintenance procedures for all parks, playgrounds, open spaces, town entrances, streetscapes and cemeteries including funeral preparations
- Provide advice and assistance in the delivery of Council's Open Space Capital Works program and where required coordinate specific capital work projects
- Coordinate street and footpath cleaning
- Coordinate and implement the control of pest plants and animals municipal wide, in accordance with Council's Pest Management Plan and the *Land Protection (Pest and Stock Route Management) Act 2002*, and as consolidated in the new *Biosecurity Act 2014*
- Coordinate Council's annual fuel reduction burning program
- In consultation with relevant stakeholders, develop, monitor and report on capital and operational budgets for open spaces
- Provide assistance in the preparation, evaluation, assessment and reporting on contract tender documents
- Ensure the provision of a safe working environment for employees incorporating promotion of safety awareness, compliance and monitoring of safety performance

- Coordinate/participate in strategic planning forums and research committee work involving both internal and external groups
- Investigate and deal with ratepayer and Councillor enquiries/concerns in accordance with the Council's Customer Service Charter
- Supervise open spaces staff including (but not limited to) recruitment, training, and performance management procedures
- Lead the open spaces section during disaster management actions.
- Provide expert advice and oversight of external funding submissions to support the activities of open spaces
- Ensure all corporate information is captured within Council's business systems adhering to recordkeeping policies and procedures
- Other responsibilities as directed from time to time

Skills and Knowledge

- Strong leadership skills incorporating people management and negotiation skills
- Proven ability to work cooperatively with community groups to develop and implement Council policy, including demonstrated ability to consult effectively with community-based groups
- Demonstrated ability to manage and motivate a creative and flexible work team
- Excellent communication skills including interpersonal skills, report writing, correspondence writing skills, negotiation, and meeting skills
- Financial management skills including cost estimating, project scheduling and monitoring, budget compilation and expenditure control
- An understanding of current issues and trends in horticulture, turf management and arboriculture, as relevant to local government
- Strong planning skills and knowledge of construction and resultant maintenance in open spaces.
- Strong customer service orientation
- Ability to work independently and with minimum support
- Sound understanding of work, health and safety requirements in the workplace
- Sound knowledge of contract administration and supervision ensuring conformance to specification
- Sound computer literacy with the ability to utilise data bases and Microsoft Office applications as well as engineering, asset management software and geographic information systems
- Knowledge of asset management, maintenance management, risk management, quality assurance and traffic management practices for civil infrastructure

Qualifications and Experience

Essential (Mandatory for the Position)

- Current Queensland LR Class driver's licence
- Formal qualifications in park and facility management
- Formal qualifications in arboriculture and/or horticulture
- Formal qualification in Traffic Management Implementation
- Certification in Agricultural Chemicals Distribution Control
- Minimum of 10 years' experience in the supervision of public open space maintenance operations
- Queensland Construction Blue Card, or national equivalent White Card

Desirable

- Minimum of 5 years previous experience in local government
- An understanding of relevant legislation pertaining to sport and recreation management
- Knowledge of key Workplace, Health and Safety management practices as they relate to local government's delivery of sport and recreation services

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

SCHEDULE L1

LEADERSHIP COMPETENCIES

Leadership is a vital element of every supervisory position, whether it is at foreperson, supervisor, coordinator or manager level. Following are examples of the behaviours and competencies supervisors at all levels are expected to demonstrate in their work each day. This is not intended to be an exhaustive list.

Act as a role model on behalf of Council

- Model the values and principles outlined in the Employee Code of Conduct. Lead by example, follow policies and procedures and do not walk or drive past a non-compliance without addressing the issue.
- Act professionally as a representative and leader of Council - within and outside of working hours.
- Treat others with respect, dignity, honesty and sensitivity. Do not participate in overbearing or intimidating behaviour, belittle others or behave in a manner which may make others feel humiliated or degraded.

Lead teams effectively

- Share information with team members that is vital for their effective work performance and which gives them context to decisions made by their supervisors or managers.
- Ensure workloads are distributed fairly and equally amongst team members and that nobody feels left out or treated differently to the rest of the team.
- Drive continuous improvement and embrace and adapt to change. Encourage employees to bring up suggestions for improvements and initiative, consider them and provide feedback on the outcome.
- Identify problems and come up with solutions, seek the team's input when appropriate. Mentor others to find their own solutions rather than always giving them the answers.
- Be decisive, make decisions equally and fairly for everyone and follow Council guidelines, policies and procedures.

Foster excellent performance and address performance issues

- Develop team objectives in line with Council goals and core values. Set clear expectations for team members and provide regular constructive feedback.
- Empower team members to perform in their roles within their capabilities and level of responsibility while providing them with guidance and direction when needed.
- Manage performance in a timely manner - give praise where praise is due and address problems when required, in a constructive manner. Hold team members accountable.
- Support team members to improve their skills, become more experienced and to be successful in their roles. Encourage professional development.

Work as a united team

- Implement decisions made by management and provide team members with as much context as possible.
- Work effectively and cooperatively with other departments so as to achieve overall positive results.

SCHEDULE S2

WHS RESPONSIBILITY STATEMENT

Managers, Coordinators & Supervisors

Managers, Coordinators and Supervisors are responsible and accountable to their department Director for the health and safety of all employees, contractors, visitors and volunteers at workplaces that are under their control.

Responsibilities include:

1. Ensuring a safe work environment and safe system of work are provided for all employees, contractors, visitors and volunteers.
2. Implementing, maintaining and monitoring the WHS Management System – SAFE PLAN (WHS Plan) and Monthly Action Plans (MAPs) within their area of responsibility.
3. Being aware of WHS key performance indicators (KPIs) that have been set by management for their area of responsibility.
4. Assisting with the development and implementation of departmental WHS policies, procedures and work instructions.
5. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WHS.
6. Ensuring hazard inspections are conducted at all relevant workplaces in accordance with the 'Hazard Inspection Matrix' and hazard Checklist.
7. Ensuring risk assessments are conducted and recorded for all identified hazards including hazardous substances, operation of plant and prior to the implementation of new work practices.
8. Acquiring and maintaining a sound knowledge of the safety risk profile of the department and developing meaningful risk controls for the relevant area of responsibility.
9. Ensuring all incidents, serious bodily injuries, work-related illnesses or dangerous occurrences are reported to the WHSA within the required timeframes.
10. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work or adequate safety instructions.
11. Ensuring all new employees and internal transferees are given job induction training and appropriate job safety instructions.
12. Enforcing the wearing of all required personal protective equipment (PPE), provide training in the use of PPE and ensuring that the equipment is worn correctly.
13. Ensuring a high standard of housekeeping is maintained within their area of control.
14. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the relevant person.
15. Ensuring all employees under their control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
16. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees including the identification of positions that are suitable for rehabilitation placements.
17. Attend WHS Committee meetings if and when required.

I have read and understand the above Position Description and WHS Responsibility Statement (S3)					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	