

POSITION TITLE	Foreperson Parks & Open Spaces
DEPARTMENT	Infrastructure Services
GROUP	Works
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGOA Level 3
REPORTS TO	Coordinator Parks & Open Spaces

Department Summary

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

Department business units include:

- Works
- Technical Services
- Water & Waste
- Asset & Projects

Position Summary

The Foreperson Parks & Open Spaces is responsible for the supervision of Council's parks and open spaces activities including but not limited to risk management of Council's parks and play equipment and all open spaces management processes. The position also supervises cemetery maintenance and burials, footpath maintenance, street cleaning and urban tree management.

The position requires physically demanding work to be undertaken in a hot and humid climate on a daily basis. As such it is the responsibility of the Foreperson Parks & Open Spaces to ensure they are physically fit and able to efficiently and consistently undertake these tasks. This includes a requirement to maintain their weight at or below the Safe Working Load (SWL) for the seat of the machinery and equipment the position is required to operate.

Key Responsibilities

- Supervise the operations of Council's Parks & Open Spaces section through the efficient use of human and financial resources to achieve high quality program results in accordance with Council policy, legislative and industry best practice requirements
- Oversee all aspects of the planning and delivery of parks and open spaces programs, including the provision of verbal reports and operational advice to the Coordinator Parks & Open Spaces
- Provide the Coordinator Parks & Open Spaces with weekly operational programs detailing activities and resources
- Oversee, provide support to and keep field supervisors updated on the planning and implementation of programmed works and section activities
- Oversee and, in collaboration with the HR team, provide support to Gangers in relation to workforce management issues including performance and disciplinary matters, training and staffing needs

- Review the section's budget in conjunction with the Coordinator Parks & Open Spaces to ensure operations are conducted within budgetary constraints and any anomalies or emerging issues likely to affect the budget are reported in a timely manner
- Develop, monitor and modify work practices and procedures relevant to the daily operations of parks and open spaces to ensure compliance with legislation, standards and codes of practice
- Other reasonable duties as directed from time to time

Skills and Knowledge

- A broad knowledge of all components which make up the operation of parks and open spaces including but not limited to plant selection, irrigation installation and operational maintenance
- Ability to translate public open spaces designs and obligations into practical cost-effective solutions
- Sound verbal, written and interpersonal skills with the ability to effectively liaise, consult and negotiate quality outcomes with both staff and customers
- Ability to explain public open spaces matters with clarity to the wider community
- Sound computer literacy skills with the ability to utilise the Microsoft Office suite of programs including Word, Excel and Outlook
- Sound knowledge of statutory requirements relating to public open spaces management
- Sound knowledge of risk assessment criteria for Council assets

Qualifications and Experience

Essential (Mandatory for the Position)

- Current Queensland C class driver's licence
- Queensland Construction White Card, or national equivalent
- Demonstrated experience in the supervision of public open space maintenance operations
- Demonstrated supervisory experience, particularly within the horticulture field
- Experience in landscape project implementation
- In-depth experience of landscape improvement and maintenance

Desirable

- Certificate II in Horticulture or higher level of attainment in Horticulture
- Queensland MR class driver's licence or to be obtained within 6 months of commencement
- Traffic Management Implementation (TMI)
- Chainsaw Level 1 or 2
- Current First Aid and CPR qualifications
- Knowledge of basic Civil Construction tasks

Leadership Competencies

People in supervisory roles play a vital role in the successful operation of Council' functions and the engagement and productivity of employees. This position is required to demonstrate the behaviours and competencies outlined in the attached Schedule L1 - Leadership Competencies.

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 S2 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. Performing all work in a safe manner and 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 and compliance with them
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, and corrective actions to eliminate hazards are taken where possible
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, including near misses, are reported to the WHS Advisor 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.
18. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above position description, Leadership Competencies (L1) and WHS Responsibility Statement (Schedule S2)					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 5 March 2024