

POSITION DESCRIPTION

Parks Operative
(numerous positions)

Directorate:	City Presentation	Department:	Parks
Position Grade:	Grade 8	Reports to:	Parks Coordinators
Last review:	June 2017	Next review:	June 2018
		Version No.:	2.0

Position purpose:

To provide quality based maintenance services to Council's parks, gardens and public trees in a timely manner as directed by the Parks Coordinator.

Key accountabilities/responsibilities:

Responsible for:

- 1) Carrying out all works as directed by the Parks Coordinator in an effective and efficient manner. These works shall include but not be limited to:
 - Park maintenance
 - Tree maintenance
 - Garden maintenance
 - Weed control
 - Rubbish removal
 - Landscaping
 - Street tree planting
 - Park furniture and equipment repair
 - Making safe damaged infrastructure and surfaces
 - Cleansing services
 - Operation of relevant plant and equipment
- 2) To ensure that all works are carried out within specified programs in accordance with the key performance indicators.
- 3) To carry out works in accordance with Work Health and Safety Act and Parks Procedures.
- 4) To ensure that all plant, vehicles and materials under his/her control are properly used and maintained.
- 5) To report regularly to the Park Coordinators through the completion of specific reporting formats including but not limited to:
 - Playground Visual Inspection Report
 - Program completion report
 - Parks Plant/Tool and Equipment Weekly Report
 - Parks Weekly Report
 - Parks Action Required Report
 - Plant Daily Inspection/Fault Report
- 6) To actively identify and notify the Parks Coordinator of ways in which the tasks could be improved with regard to the quality, safety and efficiency.
- 7) To carry out all required works in a manner that portrays a safe, clean and tidy operation to the members of the public.

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Decisions made in the position:

- 1) Undertake all work allocated by the Park Coordinator in a safe, efficient and effective manner.
- 2) Ensure all plant, vehicles and materials under his or her control are properly used on the job.
- 3) Report all hazards and or potential hazards in a timely manner.
- 4) To ensure that all works are carried out within the specified programs and in accordance with Key Performance Indicators

Decisions referred:

- 1) Any decision that is outside of the scope of the employees work.
- 2) Recommendations to Coordinator on methods of work/machinery that may benefit the program.

Key issues/challenges:

- 1) Providing a high quality service with limited resources
- 2) Completion of given task within specified timeframes
- 3) Successful management of plant, labour and materials
- 4) Customer expectations are met

Key working relationships:

- Other Park Operatives
- Members of the public
- Park Coordinators
- Other Council staff and departments

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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA

Qualifications/Licences

- Current Class MR Drivers Licence
- WH&S – General Induction (White Card)

Experience

- Operation of plant associated with parks and garden maintenance and or tree maintenance
- Experience in either of the following areas:
 - garden maintenance
 - park maintenance
 - sports field maintenance
 - tree maintenance

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Knowledge of horticultural practices
- Ability to work as a member of a team
- Demonstrated written and oral communication skills
- Flexible attitude to duties and work hours

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Certificate in horticulture, arboriculture and/or green keeping
- Hold a relevant licence or certificate in either or any of the following equipment; bobcat, frontend loader, chainsaw operations, backhoe, excavator
- Stop/Slow Certificate
- Experience in cricket wicket maintenance

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CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.