

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

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

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

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous