

### Summary information

<b>Section</b>	<b>Open Space Maintenance</b>	<b>Directorate</b>	<b>City Assets</b>
<b>Position grade</b>	<b>Band 1 Level 3 Grade 3</b>	<b>Position type</b>	<b>Permanent, full-time</b>
<b>Reports to</b>	<b>Team Leader Park Maintenance, Nature Strip Maintenance, Nurragingy Reserve or Sportsfields</b>	<b>Direct reports</b>	<b>No</b>
<b>Approval limit</b>	<b>\$0</b>	<b>Release limit</b>	<b>\$0</b>
<b>Created/reviewed</b>	<b>January 2020</b>	<b>BCC number(s)</b>	<b>BCC312, 325, 328, 329, 330, 331, 332, 334, 340, 343, 344, 349, 350, 351, 352, 357, 359, 365, 391, 397, 398, 399, 405, 406, 412, 433, 435, 437, 438, 439, 443, 447, 449, 452, 1572, 1573, 1661, 1662, 1664, 1665, 1668, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1796, 1797, 1799, 1802</b>

## Our Values

### TEAMWORK



### CUSTOMER FOCUSED



### INNOVATION



### COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

## 1 Position purpose

- To assist the position holder's Team Leader in ensuring parks and reserves are maintained in accordance with service level requirements and to schedule
- Act in accordance with the *New South Wales Work Health Safety Act 2011, Work Health Safety* Qualifications and experience.

## 2 Qualifications and experience

### Essential

- Extensive experience in maintenance of Open Space areas including parks and reserves, nature strips, sports fields, etc

- Class C driver's licence.

#### Desirable

- Class MR driver's licence
- Demonstrated commitment to customer service
- Ability to work within a team environment
- Approved Traffic Control Accreditation
- Availability to work rostered overtime as required
- Excellent communication and interpersonal skills.

### 3 Authority

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The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

### 4 Key accountabilities

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#### Position specific

- To work efficiently and effectively in a team environment
- Preparation and maintenance of parks, reserves, nature strips, sports fields, etc. to required standards
- Efficient, effective and safe utilisation of all plant and equipment
- Allocated tasks are completed in a professional and efficient manner
- Effective communication with staff and the public
- To assist the Team Leader in:
  - ensuring daily reporting of all hazards, for all Council Assets and where possible take action to rectify and or make hazards safe
  - the presentation of clean, tidy and well maintained Open Space areas under the Team Leader's control
  - the completion and provision of accurate documentation and reporting forms including timesheets, hazard report forms, WHS documentation and forms, etc
  - the promotion of a quality work ethic to all staff within the Open Space Section.
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
  - familiarise yourself with our Volunteers policy and standard
  - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner
  - undertake training needed to effectively coordinate volunteers
  - allocate sufficient time to volunteer coordination.

#### Work health and safety (WHS)

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

### Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

### Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

### Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

## 5 Duties

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- Undertake all tasks assigned to the position
- Maintain Open Space areas, including parks, reserves, nature strips, etc. to agreed standards, schedules and within agreed time frames
- Undertake maintenance and renovation works to turf areas, landscaped areas, etc as required
- Operate a variety of plant and equipment for the maintenance of open space areas including push mowers, whipper snipers, edgers, ride on lawn mowers, outfront mowers, etc
- Ensure all plant, including small plant, and equipment is operated safely, effectively, efficiently and within manufacturer's guidelines, Council policies, practices and work instructions
- Ensure daily maintenance of plant and equipment under the position holder's control
- Make safe and/or rectify any hazards within Open Space areas
- Erection of temporary barricades including temporary fencing, parrawebbing, safety tape, etc. as necessary
- Fill in hazard reporting forms, WHS documentation and forms and timesheets accurately when required
- Other duties as allocated by the Team Leader, Supervisor and/or Coordinator that are consistent with the objectives and accountabilities of the position

- Volunteer management duties if applicable
- Other duties as directed consistent with the operations of Council.

## 6 Performance criteria

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As per Council's performance management system.

Acknowledgement and agreement	
<b>Employee</b>	<b>Name</b> _____
	<b>Signature</b> _____ <b>Date</b> _____
<b>Supervisor</b>	<b>Name</b> _____
	<b>Signature</b> _____ <b>Date</b> _____