

Position Title	Crew Leader Parks Maintenance
Department	City Assets
Unit	Open Space and Buildings Maintenance
Team	Parks and Gardens
Supervises	Provides day to day instructions to team members
Reports To	Team Leader
Grade	D
Date Prepared	30/08/2019
Date Last Updated	5/04/2023

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

To lead a small team of staff in the maintenance of Council's Parks, Nature Strips and other Open Space Assets.

Accountabilities

- Lead a small team of staff at an operational level.
- Undertake 'On the Job' Tool Box Talks prior to the commencement of daily activities.
- Undertake regular WHS inspections as required.
- Ensure parks, nature strips and other open space areas are maintained in accordance with service requirements, service agreements, rosters and programs.
- Provide recommendations for the maintenance and management of Council's Parks & open Space Assets and implement as required.
- Plan and organise day to day activities of their crew members ensuring their crew is adequately resourced to undertake their duties.
- Assist the Team Leader Parks & Gardens to provide on the job skills development and training to staff.
- Assist the Team Leader Parks & Gardens to provide feedback to residents, business & property owners, etc. and resolve minor maintenance issues.
- Undertake risk and hazard assessments of all areas under the position holder's control and where necessary take corrective action.
- Provide assistance and advice to Council, management, staff, customers and the community when necessary.
- Requisition stores & supplies as required.
- Maintain information on the status of all projects under the position holder's control.
- Ensure all works under the position holder's control are completed within timeframes.
- Finalise completion of works requests as allocated.
- Finalise the completion of their crews timesheets.
- Identify, report and where possible rectify landscape deficiencies especially in the area of parks & open space maintenance.
- Ensure all jobs comply with relevant acts and standards.
- Promote and mentor a positive culture and contribute to a positive image of Council.

- Operate plant & equipment including out-front/ride-on mowers, edgers, brush cutters, chain saws and other related plant as required.
- Operate minor plant items/hand tools as required.
- Operate hand held electronic devices for the collection and processing of information. Control traffic through worksites as required.
- Collect litter and clean park amenities as required.
- Report equipment faults and failures.
- Attend meetings as required through performance of duties.
- Others duties as required from time to time, as directed, within the skills and competencies obtained.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Supervisor

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	Safety and Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Customer and Community Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 People Leadership	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Intermediate

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Safety and Accountability	Adept	• Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Implements safe work practices and manages work health and safety risks • Identifies and manages other risks in the workplace
Relationships		
Work Collaboratively	Intermediate	• Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results		
Deliver Results	Adept	• Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools

		• Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources		
Assets and Tools	Intermediate	• Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes
People Leadership		
Optimise Workforce Contribution	Foundational	• Allocates work tasks appropriately to make the best use of the skills and strengths of people in the team • Identifies current and potential resource/capability gaps in the team and seeks advice on how to manage them • Ensures that team members make effective use of time and resources

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Chemical Users Accreditation Certificate or equivalent
- Current Class C Drivers Licence.
- RMS Traffic Control Certificate 'Traffic Controller', or equivalent

Essential Experience

- Experience in Parks & Open Space maintenance.
- Experience in leading a small team of staff at an operational level.
- Skills & experience necessary to fulfil the role, responsibilities, duties and competency requirements of the position.

Desirable Qualifications and or Experience

- Experience in operating outfront/ride on mowers, tractors and other turf maintenance plant & equipment
- Relevant Tertiary qualifications in greenkeeping, Horticulture, Lanscaping or a similar relevant field
- First Aid Certificate
- MR Drivers Licence
- RMS Traffic Control Certificate 'Implement Traffic Control Plans', or equivalent
- Chainsaw Certificate Level 1 (Basic) or equivalent
- Experience in working in a local government environment
- High level customer service skills

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	☒	☐
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐