

<b>Position Title</b>	Crew Leader Sportsfields Maintenance
<b>Department</b>	City Assets
<b>Unit</b>	Open Space Operations
<b>Team</b>	Sportsfields
<b>Supervises</b>	Up to 5 team members
<b>Reports To</b>	Team Leader
<b>Grade</b>	E
<b>Date Prepared</b>	30/08/2019
<b>Date Last Updated</b>	9/07/2024

## 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 preparation and maintenance of Council's parks, sportsfields, ovals, turf wickets etc.




## 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, sportsfields, turf wickets, ovals, etc. are prepared, maintained and renovated in accordance with service agreements, rosters and programs.
- Provide recommendations for annual improvement, maintenance and renovation programs and implement as required.
- Inspect sportsfields, ovals, etc. under the position holders control, particularly following periods of excessive rainfall, and provide recommendations as to whether they should be closed or opened.
- Working of flexible work hours including weekend and public holidays work on an 'as required basis'.
- Assist the Team leader Sportsfields plan and organise day to day activities of their crew members ensuring their team is adequately resourced to undertake their duties.
- Assist the Team Leader Sportsfields to provide feedback to sports clubs, park users, etc. and resolve minor maintenance issues.
- Assist the Team Leader Sportsfields to provide on the job skills development and training to staff.
- Undertake risk and hazard assessments of all areas under the position holder's control and where necessary take corrective action.
- Identify, report and where possible rectify landscape deficiencies especially in the area of sportsfield preparation & maintenance.
- 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.
- 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, rollers, 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
 <b>Personal Character</b>	Lead Self	Adept
	Display Resilience	Intermediate
	Act with Integrity	Adept
	<b>Safety and Accountability</b>	Adept
 <b>Relationships</b>	Communicate and Engage	Intermediate
	Customer and Community Focus	Intermediate
	<b>Work Collaboratively</b>	Intermediate
	Influence and Negotiate	Intermediate
 <b>Results</b>	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Innovate and Improve	Intermediate
	<b>Deliver Results</b>	Adept
 <b>Resources</b>	Finance	Foundational
	<b>Assets and Tools</b>	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational
 <b>People Leadership</b>	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Intermediate
	<b>Optimise Workforce Contribution</b>	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
<b>Personal Character</b>		
Safety and Accountability	Adept	<ul style="list-style-type: none"> <li>• Is prepared to make decisions within own level of authority</li> <li>• Takes an active role in managing issues in the team</li> <li>• Coaches team members to take responsibility and follow through</li> <li>• Implements safe work practices and manages work health and safety risks</li> <li>• Identifies and manages other risks in the workplace</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
<b>Results</b>		
Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> </ul>

		<ul style="list-style-type: none"> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
<b>Resources</b>		
Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill set</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>
<b>People Leadership</b>		
Optimise Workforce Contribution	Foundational	<ul style="list-style-type: none"> <li>• Allocates work tasks appropriately to make the best use of the skills and strengths of people in the team</li> <li>• Identifies current and potential resource/capability gaps in the team and seeks advice on how to manage them</li> <li>• Ensures that team members make effective use of time and resources</li> </ul>

\* 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

- Relevant Tertiary qualifications in Greenkeeping, Horticulture, Lanscaping or a similar relevant field.
- Chemical Users Accreditation Certificate or equivalent.
- Current Class C Drivers Licence.

### Essential Experience

- Experience in sportsfeilds preperation and 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

- First Aid Certificate.
- MR Drivers Licence.
- RMS Traffic Control Certificate 'Traffic Controller', or equivalent.
- Chainsaw Certificate Level 1 (Basic) or equivalent.
- Experience in operating outfront/ride on mowers, trators and other turf maintenance plant & equipment.
- Experience in preperation and maintenance of turf wickets and/or golf courses.
- 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>