

<b>Position Title</b>	Parks Assistant
<b>Department</b>	City Assets
<b>Unit</b>	Open Space and Buildings Maintenance
<b>Team</b>	Parks & Gardens
<b>Supervises</b>	0
<b>Reports To</b>	Crew Leader or Team Leader
<b>Grade</b>	A
<b>Date Prepared</b>	2/09/2019
<b>Date Last Updated</b>	2/09/2019

## 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 work as part of a small team of staff in the the maintenance of Council's Parks, Nature Strips and other Open Space Assets.






## Accountabilities

- Assit the Crew Leader Parks Maintenance ensure parks, nature strips and other open space areas are maintained in accordance with service requirements, service agreements, rosters and programs.
- 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 management, staff, customers and the community when necessary.
- Ensure all works under the position holder's control are completed within timeframes□
- Finalise completion of works requests as allocated.
- Identify and report landscape deficiencies especially in the area of parks maintenance.
- Ensure all jobs comply with relevant acts and standards.
- Operate plant & equipment including outfront/ride on mowers, brush cutters, edgers, blowers or other related plant as required.
- Operate minor plant items/hand tools as required.
- Ensure plant & equipment is properly used and maintained.
- 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 – Labourer/ TAG

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

## 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	Foundational	<ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> <li>• Takes care of own and others' safety and wellbeing by following safe work practices</li> <li>• Identifies and speaks up about risks in the workplace</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of coworkers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
<b>Results</b>		
Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/ resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>
<b>Resources</b>		

Assets and Tools	Foundational	<ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Takes care of work tools, equipment, facilities and community assets</li> </ul>
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\* 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

- Current Class C Drivers Licence.

#### Essential Experience

- Experience in Parks & Open Space maintenance.
- 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
- RMS Traffic Control Certificate ‘Traffic Controller’, or equivalent□
- First Aid Certificate
- Chemical Users Accreditation Certificate or equivalent.

- MR Drivers Licence
- Experience in working in a local government environment

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
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 type="checkbox"/>	<input checked="" type="checkbox"/>