


<div data-bbox="319 224 542 448" style="background-color: #0070C0; color: white; border-radius: 50%; width: 140px; height: 100px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Role Title </div> <div data-bbox="343 481 518 638" style="background-color: #A0C4E8; border-radius: 50%; width: 110px; height: 70px; display: flex; align-items: center; justify-content: center; margin-bottom: 20px;"> Group </div> <div data-bbox="231 1758 375 1870" style="text-align: center;">  </div> <div data-bbox="204 1877 399 1899" style="font-size: 10px;"> Clarence... a brighter place </div>	Role Title	Leading Hand - Parks and Community Facilities Role Description	
	Group	Operations	
	Incumbent	Vacant	
	Incumbent	SIGNATURE:	
		DATE:	
	Manager Operations	Peter Donato	
	Manager Operations	SIGNATURE:	
		DATE:	
	Chief Executive Officer	Ian Nelson	
	Chief Executive Officer	SIGNATURE:	
DATE:			

	Position Number: 150	Development Date: August 2023
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Role Objectives

The Leading Hand – Parks and Community Facilities supports the operations of the organisation by providing maintenance and presentation activities of parks and related infrastructure to meet the affordable needs of the community.

Essential Duties and Responsibilities

Under the direction of the Works Officer (WO), deliver the safe, effective and efficient provision of parks and community facilities and services by:

- Supervising work crews, as required, involved with parks, reserves and community facilities maintenance, including:
 - Assisting the WO in planning and coordinating allocated crew work schedules.
 - Assisting the WO in identifying and resolving work priority issues.
 - Providing regular communication on work site and projects issues and achievements, and any risk mitigation strategies applied.
 - Providing physical assistance and technical advice to work crews.
 - The cost-effective scheduling of hired or contracted plant and associated equipment and overseeing and operating plant and equipment and ensuring plant and equipment onsite is appropriate for the task.
 - Maintaining facilities to the highest possible standards within resources allocated.
- Undertaking all work according to established practices, procedures and standards.
- At the direction of the WO, supervise the worksite operations, including safety, plant and crews when the WO is not on site, including supervising minor contract work crews.
- Understanding and applying quality control techniques.
- Assisting the WO, TO and WM in the development and implementation of annual maintenance plans for parks and reserves.
- As directed by the TO, undertake the Works Officer role in an acting capacity, as required.

Ensure compliance with work health & safety requirements by:

- Taking reasonable care of own work health and safety, and that own acts or omissions do not adversely affect the health and safety of others.
- Co-operating with all reasonable policies and procedures, including:
 - Complying with current work safety practices and procedures.

- Assisting with the implementation of safe work procedures.
- Ensuring required work health and safety checklists and administrative requirements are completed in a timely manner.
- Considering and taking of appropriate action on risks and hazards.
- Ensuring all work hazards, incidents and near misses are reported immediately.

The essential duties and responsibilities of the role are outlined above, however a worker may be directed to carry out such duties and tasks as are within the limits of the worker's skill, competence and training.

Compliance Obligations

All Employees must:

- comply with all reasonable and lawful directions.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace.
- comply with policies and procedures as amended from time to time (policies and procedures are not incorporated into the contract of employment), including but not limited to Council's:
 - Customer Service Framework and Charter.
 - Procurement Policy and Code for Tenders and Contracts.
 - Fraud Policy.
 - Workplace Behaviour and Code of Conduct Policies.
 - Work Health and Safety Policy and Procedures.
- perform all duties to the best of their ability at all times.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

Organisational Relationship

The Leading Hand is a member of the Operations Group is responsible to the Manager Operations through the Works Manager and Technical Officer.

Salary Range

The salary range for this position is Pay Point 10 to Pay Point 12.

Selection Criteria

Essential

- Certificate II or III in Horticulture, or significant relevant experience.
- Demonstrable skills and experience in parks maintenance and presentation.
- Experience operating a variety of plant, including chainsaws; mowing equipment and brush-cutters; and equipment associated with turf maintenance.
- Good communication skills and the ability to use initiative and apply problem solving skills to resolve day to day problems.
- Developing interpersonal and conflict resolution skills along with entry level supervisory experience.
- Ability to complete projects within specified timeframes.
- A sound knowledge of work health and safety issues relevant to the role.
- Industry experience in supervision and scheduling of plant operations.
- Advanced Traffic Control Ticket or as agreed.
- Ability to work with computers and exposure to the Asset Management software.
- Current driver's licence.

Desirable

- Work Safely in the Construction Industry – White Card Ticket.
- Current medium rigid licence (depending on organisational requirements at the time of recruitment), may be advertised as essential).
- Chemical handling certificate.

It is an inherent requirement of the role that the employee holds and maintains a valid driver's licence. If for any reason your licence is cancelled, your continued employment will be subject to review on the basis of your capacity to fulfil the inherent requirements of your position.

Screening Checks

Appointment will be conditional upon a satisfactory:

- National Police Check YES / NO
- Working with Vulnerable People Check YES / NO
- Medical Check YES / NO
 - Lifting and carrying up to 25kgs.
 - Prolonged bending, squatting and kneeling.
 - Shovelling and raking.
 - Operating small plant machinery.
 - Working in confined spaces.
 - The work environment for this role may expose the worker to all weather conditions, noise, odours, dust and chemicals.

Classification of an Employee

Pay Point	Criteria
10	1. Sufficient knowledge and experience to perform the duties at this level.
11	<p>1. Acquisition and demonstrable <i>regular</i> utilisation of new or enhanced qualifications and skills above that required at Pay Point 10, for example:</p> <ul style="list-style-type: none"> a. hold qualifications, for example; <ul style="list-style-type: none"> i. project management; or ii. work health and safety; b. work in a specialised horticultural area (eg arboriculture, turf management); c. responsible for providing on-the-job training in a post-trade area; d. resolving technical problems which require unique solutions (rather than streamlining or altering established procedures); and e. basic knowledge of personnel practices. <p>(As a guide, the minimum number of criteria to be demonstrated at Part 1 is three [3]) AND</p> <p>2. Certificate 4 in Horticulture (or relevant experience). AND</p> <p>3. Consolidated and progressed skills from Pay Point 10. AND</p> <p>4. Compliance with the Physical Services Group Code of Conduct, work health and safety policies & procedures and contribution to a positive Council culture, with particular focus on acting as a role model in regard to demonstrating and influencing compliance in regard to these areas.</p>
12	<p>1. Acquisition and demonstrable <i>regular</i> utilisation of new or enhanced qualifications and skills above that above that claimed at Pay Point 11, for example:</p> <ul style="list-style-type: none"> a. hold qualifications, for example; <ul style="list-style-type: none"> i. project management; or ii. work health and safety; b. work in a specialised horticultural area (eg arboriculture, turf management); c. responsible for providing on-the-job training in a post-trade area; d. resolving complex and technical problems which require unique solutions (rather than streamlining or altering established procedures); and e. basic knowledge of personnel practices. <p>(As a guide, the minimum number of criteria to be demonstrated at Part 1 is three [3]) AND</p> <p>2. Certificate 4 in Horticulture (or significant experience). AND</p> <p>3. Consolidated and progressed skills from Pay Point 11. AND</p>

Classification of an Employee

Pay Point	Criteria
	4. Compliance with the Physical Services Group Code of Conduct, work health and safety policies & procedures and contribution to a positive Council culture, with particular focus on acting as a role model in regard to demonstrating and influencing compliance in regard to these areas.