



JOB DESCRIPTION – Team Leader – Parks & Gardens

POSITION IDENTIFICATION	
Position Title: Team Leader – Parks & Gardens	Department: Works
Award/Agreement: Shire of Jerramungup Works and Services Industrial Agreement 2024	Employment Type: Full-Time
Reports to: <ul style="list-style-type: none"> • Executive Staff • Works Supervisor 	Supervisory Responsibility: Town Services Officers (Parks & Gardens)
Hours: Primary hours of work are: 6:30am – 3:30pm from Monday to Friday. Ordinary hours of work are between: 6:00am – 6:00pm from Monday to Friday. Additional hours may be required.	Location: <ul style="list-style-type: none"> • Jerramungup Shire Works Depot 9 Newton Street, Jerramungup • Various locations across the shire

Approval of Position Description

<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>

1. ORGANISATIONAL RELATIONSHIPS

1.1 Responsible to:

- Executive Staff
- Works Supervisor

1.2 Supervision of:

- Town Services Officers (Parks & Gardens)

1.3 Internal and External Liaison: -

Internal

- Works Supervisor
- Executive Staff
- Other Staff

External

- Residents and Ratepayers
- Contractors / Suppliers
- Government Environmental Departments

2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

3. PURPOSE OF POSITION

To provide on-site supervision to the parks and gardens team and assist the Works Supervisor to aid development and implementation of the works plan and service level agreements.

To monitor team performance and expenditure to ensure works performed are within budget and agreed service levels.

4. KEY DUTIES/RESPONSIBILITIES

- Communicate all Work Health and Safety requirements to workers as required and encourage a positive safety culture and reporting regime. Work with Health and Safety Representatives to undertake routine site inspections and improve WHS. Ensure all Parks and Gardens staff adhere to the Shire WHS plan.
- Provide day to day onsite supervision of staff within the area of parks and gardens.
- Monitor/verify productivity of labour, plant, and performance of contractors engaged on parks and gardens operations.
- Facilitate on the job training of the team members involved in parks and gardens operations, conducting inductions where required.
- Monitor operations to ensure compliance with project objectives and agreed parks and gardens practices and procedures.

- Determine weekly materials in consultation with the Works Supervisor and ensure their availability.
- Assist the Works Supervisor to provide leadership and motivation to the parks and gardens team.
- Develop effective teamwork and multi-skilling within the parks and gardens team.
- Contribute to planning work programs that deliver the agreed service level to the community. Manage and implement all parks and gardens maintenance programs in the Shire of Jerramungup to a high standard, including mowing, maintenance of garden beds, street trees, public open spaces, verges, weed control and maintenance and/or repair of reticulation systems.
- Operation of relevant plant and equipment in a safe and efficient manner to achieve specified maintenance standards in Shire parks, reserves, gardens and/or other community assets.
- Conduct routine and scheduled checking and minor maintenance of plant as required on a daily basis.
- Manage and facilitate maintenance of irrigation systems.
- Manage and facilitate maintenance and upgrades of street furniture, playground equipment and other infrastructure to relevant standards.
- Perform any other duties within the employee's skill level, competence and training as directed by the Works Supervisor.
- Engage in emergency service activities as required when directed by the Chief Executive Officer.
- Comply with the Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Jerramungup's Community Strategic Plan.

5. SELECTION CRITERIA

Qualification	Essential	Desirable
Minimum HR Class Drivers Licence	✓	
White Card	✓	
Chainsaw Ticket		✓
Basic Worksite Traffic Management accreditation		✓
Construction Safety Awareness certification		✓
First aid qualification		✓
Horticultural Trades/Landscaping Certificate or extensive relevant experience in parks and gardens operations and maintenance.		✓
Diploma of Conservation and Land management		✓
Certificate IV in Horticulture		✓
Plant certificates		✓

Key Skills, Knowledge and Experience	Essential	Desirable
Previous experience operating commercial gardening equipment	✓	
Intermediate knowledge in plant operation, road construction and maintenance works.		✓
Excellent working knowledge of gardening equipment, minor plant and specialised hand tools.	✓	
Safe operations and user maintenance of plant equipment such as loaders, rollers, excavators and HR trucks.		✓
Sound knowledge of parks, gardens, reserves and horticulture principles, operations, materials and plants.	✓	
Working knowledge of Work Health and Safety requirements and safe work practices.	✓	
Ability to undertake manual handling tasks and physical workloads.	✓	
Advanced, specialist horticulture and nursery including turf preparation and management		✓
Knowledge of <i>Environmental Protection Act 1986</i> and <i>Environmental Protections (Clearing of Native Vegetation) Regulations 2004</i> .	✓	

Personal Skills	Essential	Desirable
Well-developed literacy and numeracy skills to provide information and advice to other employees, executive staff, contractors and members of the public.	✓	
Well-developed time management and organisational skills and reliability in completing assigned tasks.	✓	
Able to prioritise workload, maintain flexibility and drive projects.	✓	
Sound supervisory and personnel management skills.	✓	
Able to communicate successfully with others and work successfully within a team environment.	✓	
Developed Customer Service.	✓	
Adequate knowledge of the English language including spelling, grammar and vocabulary.	✓	

5 WORKING CONDITIONS/WHS CONSIDERATIONS

Work Health and Safety – All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Jerramungup’s Risk Management and Work, Health and Safety policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

All supervising staff are required to implement and maintain the Shire’s WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.

Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

6. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant at the Shire’s expense.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

7. COMMENTS

All employees are required to sign a declaration that they have read Council’s Induction Manual / Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

8. TERMS OF EMPLOYMENT

Award	Shire of Jerramungup Works and Services Industrial Agreement 2024	
Position Status	Full Time	Permanent
Hours of Work	<p>Primary hours of work are: 6:30am – 3:30pm from Monday to Friday.</p> <p>Ordinary hours of work are between: 6:00am – 6:00pm from Monday to Friday.</p> <p>Additional hours may be required.</p>	
Level	Level 6	
Salary	\$80,278.41 per annum (pro rata)	
Superannuation	15% Employer Superannuation Guarantee Contribution	
Additional Superannuation	As per Council Policy	
Probation	6 Months	
Performance Review	Annually	
Annual Leave	Employee will be entitled to four (4) weeks Annual Leave (pro-rata) with 17.5% Loading on Entitled Annual Leave.	
Housing	<p>The Shire of Jerramungup can assist with subsidised housing which is currently based in Jerramungup.</p> <p>Staff residing in their own accommodation will be provided with a housing allowance as per Council Policy.</p>	
Motor Vehicle	Commuting use of vehicle	
Job Location	<p>Jerramungup, Western Australia, 6337</p> <p>Bremer Bay, Western Australia, 6338</p>	