

Burdekin Shire Council is seeking applications for a Parks Supervisor to assist with the supervision of operational works within the Shire's parks, gardens, cemeteries, reserves, streets and public facilities.

The Position

The key responsibilities include:

- Supervise and co-ordinate daily operations in area of responsibility, maintaining the prescribed standards detailed in the Burdekin Shire Council Parks Maintenance Service Levels Manual.
- Assist in the co-ordination of resources to deliver services in Council parks, gardens, public conveniences and cemeteries.
- Supervise, motivate and develop employees on a day-to-day basis.
- Assist the parks and gardens coordinator in the monitoring of budget expenditure and budget planning.
- Undertake site inductions and risk assessments.
- Provide relief duties in the absence of the Parks Coordinator.

The Person

The successful applicant will possess the following attributes at a minimum:

- Certificate 3 in Horticulture or equivalent relevant experience.
- Demonstrated experience in the supervision of employees.
- Current "C" Class Drivers Licence (minimum).
- Certificate in Playground Equipment Inspection Level 2.
- Traffic Management Design certification or ability to attain.

Applicants should familiarise themselves with the entire position description.

The applicable salary is to a ceiling of Level 3 (\$71,782pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website www.burdekin.qld.gov.au.

Applications for **18/40 – Supervisor - Parks** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 18/40, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 25 July 2018 at 5.00pm. Word or PDF format is preferable.

For further information please contact Tano Buono – Parks Coordinator on (07) 4783 9800.

Position Number	30132
Certified Agreement	Burdekin Shire Council Certified Agreement - 2018
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 3
Reports To	Parks Coordinator
Place of Employment	Council Depot, 25-51 Jones Street, Ayr

Position Objective

Assist the Parks Coordinator with the supervision of operational works within the Shire's parks, gardens, cemeteries, reserves, streets and public facilities and to provide relief duties in the absence of Parks Coordinator.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Supervise and co-ordinate daily operations in area of responsibility, maintaining the prescribed standards detailed in the Burdekin Shire Council Parks Maintenance Service Levels Manual.
- Assist in the co-ordination of resources to deliver services in Council parks, gardens, public conveniences and cemeteries.
- Supervise, motivate and develop employees on a day-to-day basis.
- Ensure the efficient use of materials, plant and labour under their control.
- Undertake significant components of the Department's maintenance programme, demonstrating an ability to make judgements on routine work conditions and processes, independent from more senior staff and accepting responsibility for those judgements.
- Report immediately to the Parks Coordinator all hazards, incidents, accidents and near misses and participate in accident investigations making recommendations on changes to work procedures.
- Assess safety risks and complete and understand risk assessments and safe work method statements associated with work situations and circumstances.
- Follow up and implement action on all lost or stolen items and on security issues in relation to the work sites.
- Use initiative in catering for short term changes in priorities to, and conditions affecting, the works.
- Undertake other duties as directed by the Parks Coordinator from time to time.
- When required, attend out-of-hours emergencies as requested by the Manager Operations.

- Assist the parks and gardens coordinator in the monitoring of budget expenditure and budget planning.
- Undertake site inductions and risk assessments as delegated.
- Provide relief duties in the absence of the Parks Coordinator.

Position Requirements

Knowledge

- An appreciation of long-term goals of Council's Operations Department.
- Sound knowledge of Council policies relevant to the work area.
- Understanding and appreciation of customer focus in Council operations.
- Sound knowledge of the Work Health and Safety Act and Regulations including the Electrical Safety Act and its applications in the workplace.
- Sound knowledge of Council's obligations under Safeplan.
- Sound knowledge of the requirements of the MUTCD – Part 3 Works on Roads.
- Sound knowledge of Equal Employment Opportunity principles.
- Sound knowledge of Workplace Bullying and Harassment legislation.
- Sound knowledge of budget allocations for area of responsibility.
- Sound knowledge of appropriate tree and plant selection, irrigation systems, landscaping and maintenance of same.
- Sound knowledge of in the use of computers and Council software including Microsoft Office.

Skills

- Well-developed supervisory skills.
- Sound numeracy and literacy skills.
- Excellent interpersonal and communication skills.
- Sound problem solving skills.
- Time management.
- Work prioritisation and organisational skills.
- Computer literacy skills.

Abilities

- Ability to supervise, motivate and develop employees.
- Capacity to communicate and establish good working relationships with officers of the Council, members of the public and other organisations.
- Ability to lead a team of employees and contractors to achieve high quality outcomes within budget and on time.
- Ability to make decisions based on experience and technical knowledge and to accept responsibility for those decisions.

Other Requirements

- Personal characteristics of honesty, integrity, motivation, adaptability, reliability, enthusiasm, and the ability to deal with pressure.

Experience and Qualifications

- Certificate 3 Horticulture or equivalent relevant experience.
- Experience in supervision of employees.

- Current “C” Class Drivers Licence (minimum).
- General Construction Induction White Card.
- Chainsaw Operators Ticket.
- Certificate in Playground Equipment Inspection - Level 2.
- Agricultural Chemical Distribution Commercial Operators Licence.
- Elevated Work Platform certification.
- First Aid Certificate.
- Authorised Person under the Electrical Safety Act Queensland.
- Traffic Management Design certification.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general direction (except graduates, who work under direct supervision).
- Supervision of other employees.
- Operates as a member of a professional team.

Extent of Authority

- May set outcomes/objectives for specific projects.
- Graduates receive instructions on the broader aspects of the work.
- Freedom to act within defined/established practices.
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

Core Competencies

These competencies relate to positions at this Award level:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to colleagues and customers.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.

6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.

Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Certificate 3 in Horticulture or equivalent relevant experience.
2. Demonstrated experience in the supervision of employees.
3. Current "C" Class Drivers Licence (minimum).
4. Certificate in Playground Equipment Inspection Level 2.
5. Traffic Management Design certification or ability to attain.

Desirable

1. Demonstrated self-motivation in the workplace.
2. Chainsaw Operators Ticket.
3. Authorised Person under the Electrical Safety Act Queensland.
4. Agricultural Chemical Distribution Commercial Operators Licence.
5. Elevated Work Platform certification.
6. First Aid Certificate.