



## CITY OF ALBANY POSITION DESCRIPTION LEADING HAND - GARDENS

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

### 2. POSITION IDENTIFICATION

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|---|--|
| <b>TITLE:</b> Leading Hand – Gardens  | <pre> graph TD     MR[Manager Reserves] --&gt; SDR[Supervisor Developed Reserves]     SDR --&gt; LH[Leading Hand – Gardens]           </pre> |
| <b>LEVEL:</b> Level 8, City of Albany Industrial Agreement 2023                                       |  |
| <b>DIRECTORATE:</b> Infrastructure, Development and Environment                                       |  |
| <b>REPORTS TO:</b> Supervisor Developed Reserves<br><b>RESPONSIBLE FOR:</b> Parks Maintenance Workers |  |

### 3. POSITION OBJECTIVE

This position is responsible for working in a senior role within the City of Albany to:

- make a positive contribution to the parks and gardens teams.
- be a team player and always be on the look out for how we can improve the way we do things.
- safely and responsibly operate plant and equipment and undertake manual tasks.
- respect fellow staff and all members of the community.

## **4. KEY RESPONSIBILITIES**

### **Leadership and Management**

- Supervise the day-to-day activities of staff and contractors as directed by your supervisor or team leader.
- Undertake the training and coaching of staff members in various workplace operations or in the operation of equipment.

### **General/Operational**

- Make a positive contribution to the parks and gardens teams.
- Be a team player and always be on the lookout for how we can improve the way we do things.
- Safely and responsibly operate plant and equipment and undertake manual tasks.
- Respect fellow staff and all members of the community.
- Make technical and operational decisions related to own work.
- Make decisions regarding the planning and organisation of resources with limited supervision.
- Undertake duties on a rotational schedule that allows for the training of staff with the aim of building a multi-skilled work force.
- Oversee and assist where necessary manual tasks such as, pruning, playground inspections and maintenance garden maintenance, mowing and weed spraying responsibly and safely.
- Operate plant and equipment responsibly and safely as required.

### **Interpersonal Skills/Customer Service**

- Provide appropriate information and advice to internal and external customers.
- Respond promptly to enquiries, complaints and correspondence and refer complex matters to supervisor.
- Work cooperatively and proactively with other areas within the City of Albany to achieve the best outcomes for the organisation and ratepayers.
- Ensure superiors are aware of difficult and/or sensitive issues that may arise.
- Demonstrates excellent interpersonal skills and builds productive relationships with people at all levels within and outside the team.

### **Work Health and Safety**

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
- equipment.
- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Facilitate and encourage feedback from the team regarding WHS issues

## **5. REQUIREMENTS OF THE JOB**

**Skills**

- The ability to supervise a team, exercising initiative and judgement whilst working with minimal supervision .
- The proven ability to prioritise and monitor workloads with minimal supervision to achieve agreed outcomes within specified timeframes.
- Provide day-to-day guidance, and direction to staff and apprentices as required.
- Display expertise and safety in the operation of all manner of plant and equipment.
- Ability to solve on the job problems in work area and provide guidance to others.
- Ability to think and act with a long-term perspective, ensuring that plans and outcomes contribute to City of Albany priorities.
- Physical fitness capable of undertaking manual labour.
- Demonstrated attention to detail and an awareness of working in high profile areas.

**Experience and Qualifications**

- Proven technical experience in arboriculture or horticulture.
- Proven experience in relevant machinery operation and maintenance.
- Experience in interpreting plans and implementing work strategies.
- Certificate IV/ Certificate in Arboriculture / Horticulture or equivalent plus 3 years fulltime experience as a supervisor.
- “HR” class driver’s licence, EWP ticket, chainsaw ticket. (highly desirable).
- Certificate IV Leadership and Management or equivalent plus 3 years fulltime in a leadership role (desirable).
- Basic Traffic Management.
- Basic Resuscitation.
- National Police Clearance
- “C” class driver’s licence.

**6. CERTIFICATION**

As the occupant of this position I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESSED BY

(Manager or above): \_\_\_\_\_ DATE: \_\_\_\_\_