



## CITY OF ALBANY POSITION DESCRIPTION PARKS MAINTENANCE WORKER

### 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 cannot be all things to all people.

### 2. POSITION IDENTIFICATION

|  |   |
|--|---|
| <b>TITLE:</b> Parks Maintenance Worker                                 | <div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Manager – City Reserves</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Developed Reserves Supervisor</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Leading Hand Parks</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Parks Maintenance Worker</div> </div> |
| <b>LEVEL:</b> Level 4, City of Albany Industrial Agreement 2023        |   |
| <b>DIRECTORATE:</b> Infrastructure, Development and Environment        |   |
| <b>REPORTS TO:</b> Leading Hand - Parks<br><b>RESPONSIBLE FOR:</b> Nil |   |

### 3. POSITION OBJECTIVE

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

- make a positive contribution to the Parks and Gardens / Reserves 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; and
- respect fellow staff and all members of the community.

#### **4. KEY RESPONSIBILITIES**

##### **General**

- Operate on a daily basis with limited supervision.
- May be responsible for the supervision and limited guidance of a small work group.
- Operate plant and equipment responsibly and safely under the direction of your supervisor or team leader.
- Undertake manual tasks such as garden maintenance, mowing, pruning and weed spraying responsibly and safely under the direction of your supervisor or team leader.
- To undertake duties on a rotational schedule that allows for the training of staff with the aim of building a multi-skilled work force.
- Required to make technical and operational decisions related to own work.

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

- Contribute at team meetings and be constructive and positive as a team member.
- Show respect and courtesy to fellow staff and the public.

##### **Work Health and Safety**

- Required to consider and make decisions related to own work safety as well as that of their team and the public.
- 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 are 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 OH&S 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.

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

##### **Skills**

- Basic oral, written and numeracy skills.
- Physical fitness capable of undertaking manual labour.
- Previous experience in parks maintenance

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

- Show respect and courtesy to fellow staff and the community.
- Contribute at team meetings and be a constructive and positive team member.

##### **Experience and Qualifications**

- "C" Class Driver's Licence
- National Police Clearance
- White card
- Certificate III in Horticulture or equivalent
- Basic Traffic Management
- Basic Resuscitation

- Other Accreditations such as “HR” class driver’s licence, EWP ticket, chainsaw ticket and Western Power ticket (desirable).
- Chem. Cert ticket (desirable)
- Previous experience as a machine operator.

## 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.

### 1. POSITION IDENTIFICATION

|  |  |
|--|--|
| <b>TITLE:</b> Parks Maintenance Worker                               | <pre> graph TD     A[Manager – City Reserves] --&gt; B[Developed Reserves Supervisor]     B --&gt; C[Leading Hand - Parks]     C --&gt; D[Parks Maintenance Worker] </pre> |
| <b>LEVEL:</b> Level 5, City of Albany Industrial Agreement 2023      |  |
| <b>DIRECTORATE:</b> Infrastructure, Development and Environment      |  |
| <b>REPORTS TO:</b> Leading Hand Parks<br><b>RESPONSIBLE FOR:</b> Nil |  |

### 2. POSITION OBJECTIVE

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

- make a positive contribution to the Parks and Gardens / Reserves 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; and
- respect fellow staff and all members of the community.

### 3. KEY RESPONSIBILITIES

#### General

- Operate machinery on a daily basis with limited supervision.
- May be responsible for the supervision and limited guidance of a small work group.
- Operate plant and equipment responsibly and safely under the direction of your supervisor or team leader.
- Undertake manual tasks such as garden maintenance, mowing, pruning and weed spraying responsibly and safely under the direction of your supervisor or team leader.
- To undertake duties on a rotational schedule that allows for the training of staff with the aim of building a multi-skilled work force.
- Required to make technical and operational decisions related to own work.

#### Interpersonal Skills/Customer Service

- Contribute at team meetings and be constructive and positive as a team member.
- Show respect and courtesy to fellow staff and the public.

#### Work Health and Safety

- Required to consider and make decisions related to own work safety as well as that of their team and the public.
- 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 are 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.

#### 4. REQUIREMENTS OF THE JOB

##### Skills

- Models appropriate behaviour in line with City of Albany Code of Conduct.
- Interpersonal skills: relates very well with others, listens, understands and adapts to different audiences.
- Basic oral, written and numeracy skills.
- Physical fitness capable of undertaking manual labour.

##### Experience and Qualifications

- Completion Certificate IV Certificate in Horticulture or equivalent with at least 3 years' experience in parks maintenance.
- Completion Certificate III in Horticulture or equivalent with at least 5 years' experience in parks maintenance.
- Previous experience as a machine operator.
- Basic Traffic Management.
- Basic Resuscitation.
- Other Accreditations such as "HR" class driver's licence, EWP ticket, chainsaw ticket and Western Power ticket (desirable).
- "C" Class Driver's Licence.
- National Police Clearance.

#### 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.

##### 1. POSITION IDENTIFICATION

|  |  |
|--|--|
| <b>TITLE:</b> Parks Maintenance Worker                               | <pre> graph TD     A[Manager – City Reserves] --&gt; B[Developed Reserves Supervisor]     B --&gt; C[Leading Hand Parks]     C --&gt; D[Parks Maintenance Worker] </pre> |
| <b>LEVEL:</b> Level 6, City of Albany Industrial Agreement 2023      |  |
| <b>DIRECTORATE:</b> Infrastructure, Development and Environment      |  |
| <b>REPORTS TO:</b> Leading Hand Parks<br><b>RESPONSIBLE FOR:</b> Nil |  |

## **2. POSITION OBJECTIVE**

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

- make a positive contribution to the parks and gardens / reserves 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; and
- respect fellow staff and all members of the community.

## **3. KEY RESPONSIBILITIES**

### **General**

- Perform routine duties of the role on a daily basis with limited supervision.
- May be responsible for the supervision and limited guidance of a small work group.
- Operate plant and equipment responsibly and safely under the direction of your supervisor or team leader.
- Undertake manual tasks such as garden maintenance, mowing, pruning and weed spraying responsibly and safely under the direction of your supervisor
- To undertake duties on a rotational schedule that allows for the training of staff with the aim of building a multi-skilled work force.
- Required to make technical and operational decisions related to own work.
- Undertake the training and coaching of staff members in various workplace operations or in the operation of equipment.

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

- Contribute at team meetings and be constructive and positive as a team member.
- Show respect and courtesy to fellow staff and the public.

### **Work Health and Safety**

- Required to consider and make decisions related to own work safety as well as that of their team and the public.
- 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 are 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.

## **4. REQUIREMENTS OF THE JOB**

### **Skills**

- Models appropriate behaviour in line with City of Albany Code of Conduct.
- Interpersonal skills: relates very well with others, listens, understands and adapts to different audiences.
- Basic oral, written and numeracy skills.
- Physical fitness capable of undertaking manual labour.

### **Experience and Qualifications**

- "C" Class Driver's Licence

- National Police Clearance
- Certificate III in Horticulture (or equivalent) and 5 years' experience or Cert IV in Horticulture (or equivalent) and 3 years' experience.
- Previous experience as a machine operator.
- Basic Traffic Management
- Basic Resuscitation
- Other Accreditations such as "HR" class driver's licence, EWP ticket, chainsaw ticket and Western Power ticket (desirable).
- Experience in workplace operations as required and can include: gardening, weed control, tractor operations, street tree pruning and tree felling, playground maintenance and reticulation.
- Completion of mentoring/effective communication module.

## 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: \_\_\_\_\_  
*(Please print)*

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

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Manager or above) (Please print)*

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