

Position Description

Leading Hand



Current Incumbent:	
Position number:	071-3
Department:	Operations
Directorate:	Infrastructure
Classification:	Within Band 5 of the Moira Shire EA
Award:	<i>Victorian Local Authorities Award 2001</i>

Role Purpose and Objectives

- Supervision of the Parks and Gardens team, so as to ensure the safe and efficient operation and use of assigned plant, equipment, materials and labour and efficient completion of assigned tasks.

Organisational Relationships

Reports to: Team Leader Parks and Town Maintenance (Numurkah)

Supervises / Manages: Municipal Maintenance Gardeners
Operations Municipal Labourers
Apprentices
Contractors

Internal Liaisons: All Council Staff

External Liaisons: Members of the public
Contractors and suppliers
TAFE/Trade training representatives
Staff of relevant water management authorities and other utilities companies

Key Responsibilities and Functions

Parks & Gardens

- Assist the Team Leader in the timely completion of programs and works associated with maintenance and construction duties under his/her control including but not limited to the following duties.
- Assist Team Leader in recording and reporting daily/weekly work activities to the Manager Operations.
- Maintenance of parks and gardens, recreation reserves, town streetscapes and roadsides.
- Construction and maintenance of grassed areas, including mowing in streets and parks, and slashing of roadsides and other areas.
- Construction and maintenance of garden beds, landscape features and irrigation systems.
- Carry out road maintenance and construction duties as required
- Carry out on road and off road inspection as required
- Carry out repairs / replacement to Council's footpaths, kerb and channel.
- Clean public conveniences.
- Ensure all works are carried out within relevant OH&S guidelines including:
- Installation of warning signs, safety lights, barricades etc. at work sites and emergency situations.
- Completion of Risk Assessments and Job Safety Analysis (JSA's)
- Operation of Council's plant and equipment in a safe manner
- Ensure that all assigned plant and equipment is returned to the depot, or otherwise securely stored at end of shift and any observed damage is reported immediately.
- Undertake minor repairs to assigned plant and equipment.

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General Duties

- Participate in Council's after hours emergency call out phone and duty roster and public convenience cleaning roster
- The maintenance of strict confidentiality in any matter, which may affect Council's ability to negotiate effectively with suppliers and/or contractors.

Staff Supervision

- In the absence of the Team Leader, oversee staff and work programs; act as Team Leader during periods of leave.
- Assign staff, allocate resources and participate in and/or oversee work performance of allocated maintenance team.
- Accurate and timely preparation and presentation of attendance records, time sheets and other related matters.
- Participate in knowledge/skills developmental training, or OH&S training as directed.
- Identify and report on staff training needs. Ensure compliance with Apprenticeship training requirements.
- Supervise contractors, staff and apprentices as assigned.

Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.

Position Descriptors

Accountability and Extent of Authority

- Responsible for the execution of his/her duties in a safe, effective and timely manner.
- Responsible for work site safety.
- Responsible for the efficient use of agreed resources including labour, plant and materials to complete assigned tasks in a safe and effective manner.
- Responsible for the keeping of accurate records.
- Responsible for the security and maintenance of assigned plant and equipment.
- Works under general supervision of works foreman.
- Provides direction, leadership and on-the-job training to assigned work team.
- Work performed falls within generally well understood or well documented guidelines with some scope to exercise discretion in the application of well established procedures and practices.

Judgement and Decision Making

- Determines utilisation of allocated resources to complete assigned tasks.
- Tasks and procedures are generally clearly defined and understood.
- Solutions may require some exercise of judgement in selection from an established range of techniques, systems or equipment. Advice may available within a short time.

Specialist Skills and Knowledge

- A sound understanding of Horticulture and/or parks and gardens maintenance.
- Experience in the safe operation of tractors, mowers and other types of plant and equipment.
- Provide training in the post trades or specialist disciplines either through formal

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	training programmes or on-the-job training.
	<ul style="list-style-type: none"> Requires a thorough understanding of the relevant technology, procedures and processes used within the operating unit.
Management Skills	<ul style="list-style-type: none"> Ability to manage time, set priorities and plan and organise own work and that of supervised employees within resources and a set timetable. Knowledge of personnel, EEO, OHS, training and development policies and practices.
Interpersonal Skills	<ul style="list-style-type: none"> Requires well developed communication skills and written skills. Is required to develop and maintain productive working relationships. Preparation of correspondence of a routine nature.

Key Selection Criteria

- Qualification in Horticulture at Certificate IV level or above
- Relevant experience in Parks & Gardens maintenance
- Experience with supervising staff including apprentices
- High understanding of OHS requirements and safe working practices
- Ability to undertake general repairs and maintenance to plant and equipment

Essential qualifications and experience

- A relevant formal qualification in Horticulture at Certificate IV level or above.
- Heavy Rigid Truck License
- Basic Microsoft Office Computer Training
- Relevant experience in Parks & Gardens maintenance

Desirable qualifications and experience

- Cert IV in Civil Construction Supervision
- First Aid/CPR
- Traffic Control
- Chemical Handlers
- Spotters
- Construction Induction Card
- Chainsaw, Pole saw & Tree Felling
- Load and Unload Goods/Cargo
- Skidsteer
- Fire Ground Training
- Environment Management Roadside
- Traffic Management
- Asbestos
- Confined Spaces
- Manage WHS Hazards Associated with Plant

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Inherent physical requirements

- High
 - Required to bend, kneel and/or lift on a daily basis to undertake key functions
 - Manually handle heavy and/or awkward tools and equipment
- Medium
 - Work in proximity of a hole, shaft or pit
 - Handle chemicals
- Low
 - Stand for lengthy periods

Core Competencies (As defined in the Moira Core Competency Framework)

Moira Value	Competency	Role requirement
 Respect	<ul style="list-style-type: none"> • Community and customer focus • Plan and prioritise 	Tier 1 Tier 1
 Honesty	<ul style="list-style-type: none"> • Communicate and engage • Display resilience and adaptability 	Tier 2 Tier 1
 Accountability	<ul style="list-style-type: none"> • Demonstrate accountability • Deliver results 	Tier 1 Tier 2
 Teamwork	<ul style="list-style-type: none"> • Create, innovate and solve problems • Work together 	Tier 1 Tier 1
 Integrity	<ul style="list-style-type: none"> • Manage self • Act with integrity 	Tier 1 Tier 2
 Safety	<ul style="list-style-type: none"> • Actively contribute to the protection of the workforce's health, safety and wellbeing 	Tier 1
 People Leadership	<ul style="list-style-type: none"> • Manage and develop people • Lead and manage change • Think and act strategically • Inspire direction and purpose 	Tier 1 Tier 1 Tier 2 Tier 1

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Shared Organisational Responsibilities

Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.

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[Review of this Position Description](#)

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

