# **Position Description**

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| **Position Title** | Supervisor Parks & Gardens |
| **Directorate** | Sustainable Development and Infrastructure Services |
| **Level** | Level 6 |
| **Reports to** | Coordinator of Operations |
| **Responsible for** | Outdoor staff in Parks and Gardens  |
| **Primary Location** | Shire of Augusta Margaret Works Depot |
| **Delegation** | As per Authorisations & Delegations Register |

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| **Position Overview** |

* To supervise a wide variety of activities within the Parks & Gardens team, including:
	+ Parks and gardens maintenance,
	+ Mowing services,
	+ Reticulation maintenance,
	+ Natural areas &,
	+ Recreational sports fields
* To ensure parks & gardens programmes are carried out in a safe, effective, and efficient manner.
* To supervise staff and provide direction for the improvement of performance.
* Liaise with other divisions, utility authorities, developers, contractors and the public on development and administrative matters, relating to works within the Shire.
* Review operational plans relating to areas of responsibility.
* To investigate and report on infrastructure failures and action repairs where necessary.
* To supervise the maintenance team as required.
* To act in the role of the Co-Ordinator of Operations as required.
* Coordinate the Shire’s 24 hour on-call services for all roads and parks issues when required.

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| **Position Responsibilities** |

Parks & Gardens

* Supervise operational programs for scheduled parks and garden maintenance.
* Provide feedback on work scheduling and adjust programs to suit.
* Investigate and prepare project cost estimates for parks maintenance and capital projects.
* Undertake investigations of work practices to provide constructive feedback to staff and improve operational procedures.
* Liaise with service authorities in relation to works programs.
* Induct staff on the use of plant and equipment in parks and gardens operations.
* Undertake inspections of new assets under construction.
* Investigate customer enquiries on parks and gardens matters and develop responses/actions where required.
* Coordinate works with the recreation team, sports clubs staff and Senior technical officer to achieve best outcomes for the maintenance of playing surfaces.
* Inspect trees for health and risk and arrange arborist inspections if required.
* Provide operational support for the natural areas team.
* Liaise with parks & garden contractors to ensure levels of service are being followed, the presentation of public open spaces is being met and that they are performing all work in a safe manner.

Administration, customer services and finance

* Prepare and provide responses to public enquiries, liaising with works staff and the customer experience team to improve practices
* Prepare and review quotes in accordance with the Shires procurement policy
* Review and authorise invoices from suppliers
* Review and update procedures in the parks & gardens area
* Chair and minute meetings
* Coordinate communications between other Shire departments and operations staff

Supervision and leadership

* Monitor staff performance in relation to expected program outcomes.
* Participate in staff performance reviews and manage staff performance.
* Mentor staff to improve their performance and wellbeing.
* Manage personnel issues and disputes.
* Assist in the recruitment and selection of employees.
* Ensure all HR forms are completed and submitted in a timely manner.
* Fill out and review daily timesheets before required deadline.
* Facilitate community, stakeholder, customer consultation and engagement processes

Work Health and Safety

* Contributes towards the success of WHS initiatives within the workplace.
* Undertake job safety analysis and safe act observations as required.
* Review and report on plant and equipment prestart completeness
* Identify and report hazards.
* Develop and review relevant SOP’s and SWMS pertaining to the operations team
* Observe staff to ensure works are carried out in a safe manner.
* Undertakes accident/incident investigations when required.

Training

* Attend necessary training courses & staff meetings.
* Investigate and identify suitable training for all parks & gardens staff to improve the Shire’s operations.
* Train parks & gardens staff in all the shire’s plant and machinery.

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| **Position Requirements** |

**Essential**

* Demonstrate experience in a relevant parks & gardens environment.
* Completion of any relevant Horticultural qualifications
* Demonstrated experience in supervising personnel including supervising and monitoring staff performance, quality of work and issues.
* Demonstrated experience in reviewing and implementing change to improve work practice outcomes.
* Moderate computer skills including Microsoft Office programs.
* Demonstrated experience in dealing with customers.
* Demonstrated interpersonal and communication skills.
* Demonstrated ability to make recommendations on complex operational and maintenance issues.
* Knowledge of WHS requirements relating to works undertaken by the parks & gardens team.

**Desirable**

* Completion of Front-Line Management qualification or similar.
* Experience in the use and basic maintenance of plant and equipment.
* Diploma Leadership and Management.
* Current construction white card.
* Ability to operate plant at a basic skill level.
* Current LR License.
* Arborist qualifications
* Basic Traffic Management accreditation and a knowledge of traffic management implementation
* Advanced computer skills including Microsoft Office programs

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| **Key Relationships** |
| **Internal**  | **External** |
| Works Depot StaffFinance teamsHR teamIT teamRanger teamLandcare team | Ratepayers and General PublicVolunteer Bush Fire BrigadesPlant Consultants and Sales RepresentativesContractors and Material SuppliersState Government Agencies, including DFES and DBCA |

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| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

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| **Acknowledgement** |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |