



POSITION DESCRIPTION

POSITION	Assistant Team Leader, Maintenance, Neighbourhood and Feature Parks
POSITION NO.	
CLASSIFICATION	Band 4
DIVISION	Assets
DEPARTMENT	Parks and Leisure
UNIT	Parkland Services
LOCATION	Buna Avenue Depot
DATE PREPARED	21, October, 2009
OCCUPANT	Vacant
APPROVED BY	Manager, Parks and Leisure

POSITION OBJECTIVE

- To assist in the maintenance and development of Council's Parks, Reserve & Roadsides and facilities, specifically through the application of horticultural knowledge, within Councils Neighbourhood & Feature Parks.
- To take charge of a small Team and associated equipment as required.

KEY ACCOUNTABILITY AREAS

Customer Service

- Undertake good customer service practices when dealing with the public.
- Record and update information systems enabling Parkland Services to respond to customer enquiries.
- Adhere to the performance standards adopted in the Corporate Customer Charter.
- Develop Strong and positive relationships with both internal and external customers.
- Contribute to the development of high quality customer services across the department.
- Respond positively and punctually within specified timelines to customer enquiries and requests.

Operations

- Supervise & coordinate mowing & other general maintenance activities within the Neighbourhood & Feature Parks Team.
- Develop & maintain an annual works program
- Complete allocated tasks in a safe and efficient manner, to specified standards.

- Seek to improve work efficiency and quality within the team through the application of innovative & structured work practices
- Supervise the works undertaken by mowing crew maintenance staff.
- Provide guidance & instruction to staff within your team
- Undertake flexible work practices in accordance with Frankston City Council Enterprise Agreement.

Assistant Team Leader

- Assist the Team Leader with preparation & managing the budget for the Neighbourhood and Feature Parks team
- Assist the Team Leader in all areas of the employment cycle for the Neighbourhood and Feature Parks team, including recruitment, induction, training, development, and performance appraisals.
- Provide training & development opportunities for staff with the Neighbourhood & Feature Parks mowing team.

General

- Use all safety equipment appropriate to the tasks being performed and to ensure its correct use by staff under their control.
- Continually assess quality of own works to ensure it meets required standards of quality and quantity.
- Regularly maintain tools and equipment used in the performance of tasks and organise repairs if damaged or faulty.
- Maintain records of completed tasks, materials used as required by the Team Leader.
- Assist the Team Leader in the selection of the most appropriate replacement equipment.
- Assist the Team Leader in the development of the Monthly Report as required.
- Undertake other duties as may be required due to varying workloads within Parkland Services.

Corporate Responsibilities

- Comply with all Council policies, procedures and guidelines including those relating to Occupational Health & Safety, Equal Opportunity (including harassment and bullying), Privacy and Code of Conduct.

ORGANISATIONAL RELATIONSHIPS

<i>Reports To</i>	Team Leader Neighbourhood and Feature Parks
<i>Supervises</i>	Neighbourhood and Feature Parks mowing & maintenance team
<i>Internal Liaisons</i>	All Council staff.
<i>External Liaisons</i>	Contractors and the general public.

ACCOUNTABILITY, AUTHORITY, JUDGEMENT AND DECISION MAKING

- Provide direction and supervision to Neighbourhood and Feature Parks mowing & maintenance team members, deciding on work priorities and practices.

- Authorised to provide advice to council staff and general public regarding mowing & maintenance practices & activities.
- Authorised to generate requisitions to the value of \$2000.
- Responsible for correct and proper maintenance of Neighbourhood and Feature Parks
- Responsible for ensuring that all plant used is in a roadworthy and safe condition.
- Responsible for reporting and accidents, incidents, breakdowns or damage to plant or property (Council or otherwise) to the Team Leader.
- Responsible for the effective management of own schedules and staff maintenance programs.
- Authorised to decide on work priorities and practices unless otherwise specified.
- Responsible for the quality of technical advice given to supervisors, staff and general public.
- Responsible for the correct operation and maintenance of tools and equipment.
- Ensure employees under direction are trained in safe working practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures.
- Ensure Council's Risk, OHS & Injury Management Plans are observed and complied with at a personal level.
- Co-operate with Council in relation to any action taken to comply with the Occupational Health and Safety Act.
- Ensure that no actions taken by the officer interfere with or place at risk the health and safety of self and any person at the workplace.
- Ensure compliance with all Privacy Legislation and treat all information of a personal & sensitive nature concerning the business of Council, Ratepayers or Residents in a professional and confidential manner.

SELECTION CRITERIA

SPECIALIST KNOWLEDGE AND SKILLS

- Proven experience in the operation of machinery and tools with a wide range of attachments
- Proven experience in the maintenance and management of mowing schedules for parklands
- Ability to work alone or as part of a team with limited supervision.
- Ability to use a variety of tools, plant and mechanical equipment.
- A thorough understanding of OH&S

MANAGEMENT SKILLS

Essential

- Proven supervision experience in the delivery of general parkland maintenance.
- Ability to prioritise and plan work in advance.
- Ability to provide general parkland maintenance advice.
- Ability to train other staff and trainees/apprentices.

- Possess a knowledge of personnel policies and practices applicable to the work performed and supervised employees.

INTER-PERSONAL SKILLS

- A commitment to delivering a high standard of customer service.
- Ability to write reports in field of expertise, and display a high level of oral and written communication.
- Ability to work alone or with other employees, discuss and resolve any problem within a team.

QUALIFICATIONS AND EXPERIENCE

Essential

- A current Victorian Driver's Licence (ability to drive a manual motor vehicle) with truck endorsement.
- Adequate physical fitness and mobility applicable to this position.
- Proven experience in the supervision of staff or TAFE accredited supervision certificate.
- Ability to competently use Windows based programs, including as effective tools to produce reports, control costs and manage the work group.
- Proven experience in cemetery maintenance and operation

Desirable

- Certificate in Horticulture
- Authorised licences/permits to operate equipment as required by this position including front end loader & Excavator

GENERAL INFORMATION FOR APPLICANTS

Employment Contract

The position is classified at Band 4A at \$45,742 (inclusive of Industry allowance) plus 9% superannuation under the Frankston City Council Enterprise Agreement.

This Position Description will be subject to regular review.

Qualifying Period of Employment

The successful candidate will be subject to a 6-month qualifying period in accordance with the Fair Work Act, 2009.

Driver Licence

A current Victorian Driver Licence is essential, the successful applicant will be required to obtain a Driver History Report from VicRoads.

Superannuation Choice

Our Enterprise Agreement provides employer superannuation contributions (9%) to be made to Vision Super, our complying employer fund. Choice of Fund is available provide employees use Vision Super's 'Clearing House' facility.

Employer of Choice

Frankston City Council enjoys an emerging reputation as an 'Employer of Choice'. For the third consecutive year we received recognition from the Managing Work Life Balance Benchmarking Study as being ranked in the top 25 organisations around Australia for its Work Life Balance policies and practices. Our annual employee survey has ranked our employee satisfaction rating ahead of the municipal benchmark since 2002.

Frankston City strives to provide a family friendly workplace, flexible working arrangements and holds a strong commitment to ensuring a work environment that is free of harassment and bullying.

Frankston City Council offers a range of Reward and Recognition Awards to acknowledge outstanding work performance.

Privacy and Your Job Application

Frankston City Council is committed to ensuring your application is handled respectfully and in accordance with the requirements of the Victorian Information Privacy Act 2000 as follows:

- Any application submitted will be treated as strictly confidential.
- The personal information you submit as part of your application is collected for the purpose of assessing your application in accordance with the selection criteria outlined in this position description.
- Your application, including your personal information, may be stored until the position is filled, and if you are the successful candidate, will be stored in your personal file.
- Frankston City Council may disclose your personal information to your nominated referees.
- In submitting your application, you may provide us with the personal information of others, for example, the names and contact details of your referees. In this case you are encouraged to inform your referees that you are disclosing that information to Frankston City Council and that information may be stored until the vacancy is filled. If you are the successful candidate, the information may be stored on your personal history file.
- If you would like to enquire about the handling of your personal information, please contact Organisation Development on 9784 1835.

ADDRESS FOR APPLICATIONS

Applications are to be addressed to Jennie Bentley, Human Resources Coordinator, Frankston City Council, PO Box 490, Frankston, 3199, Email: applications@frankston.vic.gov.au or faxed on (03) 9784 1099 and must be received by Friday 6th November, 2009.

Ossie Martinz
GENERAL MANAGER
Assets