



POSITION DESCRIPTION

POSITION TITLE	Supervisor Horticulture
DIRECTORATE – BUSINESS UNIT	Infrastructure - Engineering & Parks Maintenance
LEVEL - IA	6-Salaried
RESPONSIBLE TO	Coordinator Parks Operations

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

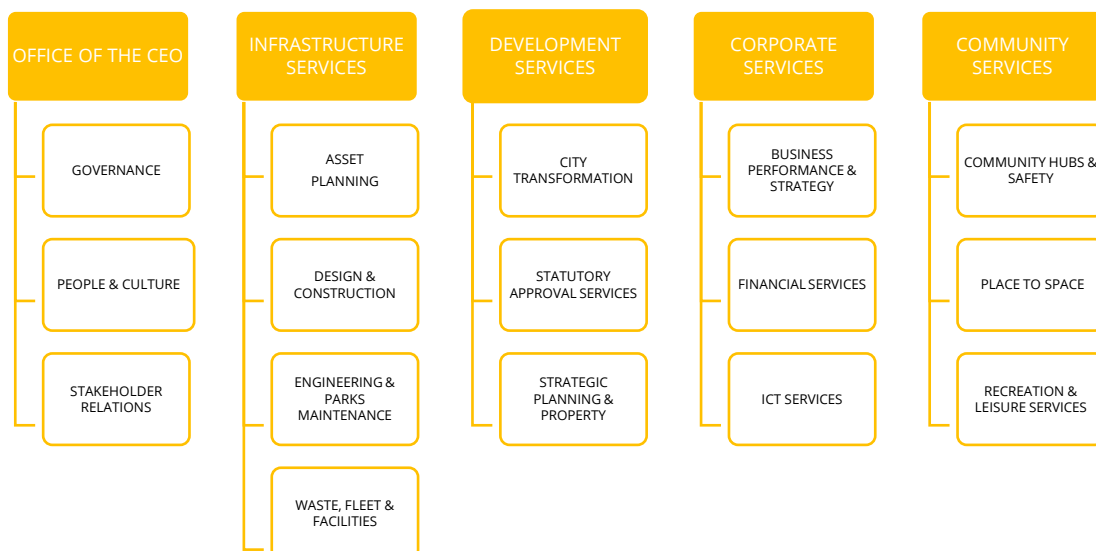
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To assist the Manager Engineering and Parks Maintenance and Coordinator Parks Operations in the effective and efficient maintenance of Kalamunda's Parks and Streetscapes to deliver strategic outcomes and organisational goals for the management of parks and environmental assets.

KEY RESULT AREAS

HORTICULTURAL MAINTENANCE

- Understand the role of parks and environmental assets in providing amenity to the Community.
- Develop and implement programs to rehabilitate, maintain and protect parks and environmental assets.
- Understand the role of proactive maintenance as a tool for the reduction of risk to the community.
- Adhering to a fortnightly cyclical maintenance schedule.

ORGANISATION SUPPORT

- Provide high-quality advice to the leadership group (Manager/Director) in a timely and professional manner.
- Assist the Coordinator Park Operations in the preparation of information briefing papers, reports, tender documents, business plans and strategic documents.
- Deliver timely response to customer requests including draft response letters.
- Prepare and deliver works programs.
- Be available to work on call out for emergency situations.
- Provide support to the Coordinator Park Operations and Manager Engineering and Parks Maintenance.

CUSTOMER SERVICES

- Provide high-quality advice to all stakeholders in a timely and professional manner.
- Respond to customer enquiries and requests in accordance with KPI targets.
- Research improvements in the industry and recommend improvement programs.
- Ensure that the service delivery area maintains a high level of customer service across all activities and projects.
- Seek feedback and comments on service delivery across all activities and functions to improve stakeholder satisfaction.

STAFF MANAGEMENT

- Provide leadership to staff within the service delivery area to meet the core and aspirational values of the City of Kalamunda.
- Ensure staff are inducted, trained and developed.
- Provide mentoring and coaching to staff and internal contract staff.
- Ensure compliance with all legislative requirements relating to staff, including IR, WHS, EEO.
- Supervise contractors to ensure safety compliance & completion of works.
- Allocate tasks and manage resources to ensure organisational goals and objectives are effectively delivered.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

Employees are required to comply with the City's Code of Conduct, policies and procedures, and demonstrate behaviours consistent with organisational values at all times.

TRAINING/QUALIFICATION(S)

- Tertiary qualification in Horticulture and/or Turf management (essential)
- Construction White Card (WA) (essential)
- Basic Worksite Traffic Management ticket (desirable)
- Experience in and understanding of community engagement (desirable)
- Arboriculture qualification (desirable)
- Frontline Management (desirable)

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

1. Extensive knowledge and experience in amenity horticultural maintenance practices and programs.
2. Previous experience in a similar role within local government or a similar environment.
3. Proven skills in contract, budget and staff management and project delivery.
4. Highly developed interpersonal skills, negotiation, conflict resolution and the ability to communicate with a wide range of stakeholders.
5. Demonstrated high level organisational and administration skills with the ability to handle confidential and sensitive matters appropriately.
6. Well-developed written skills including the ability to undertake research, develop proposals, write technical specifications, operational plans, schedules, scoping documents and submissions.
7. Ability to establish effective working relationships and work collaboratively with internal and external stakeholders.
8. Proven skills in high-quality customer service in a local government environment.
9. Proven ability to effectively manage time and resources to meet deadlines under competing priorities and ensure delivery of a high-level service to the community.
10. Well-developed analytical and problem-solving skills, with the ability to exercise good judgement and initiative when required.

11. Ability to use personal computer applications, including Microsoft Office Applications such as outlook, excel and Word.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City of Kalamunda's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Parks

DATE PD REVIEWED/APPROVED: 26 August 2026
