

## POSITION DESCRIPTION

POSITION TITLE	Supervisor Turf Maintenance & Landscapes
DIRECTORATE - SECTION	Asset Services – Parks & Environment
LEVEL - EBA	6 - Salaried
RESPONSIBLE TO	Coordinator Parks Operations

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

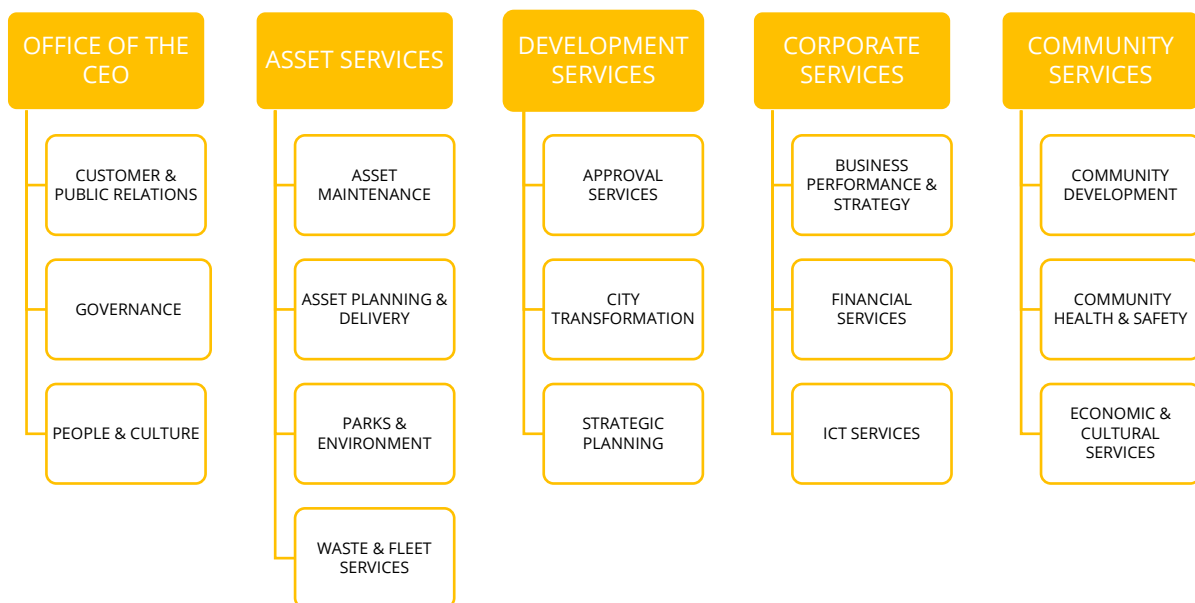
### OUR SIMPLE GUIDING PRINCIPLES

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

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

To assist the Manager Parks & Environment and Coordinator Parks Operations in the effective and efficient maintenance of recreation and road reserves to deliver strategic outcomes and organisational goals for the management of parks and environmental assets.

## KEY RESULT AREAS

### SPORT AND RECREATION TURF 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 and utilise resources to meet compliance for parks and environmental assets.

### 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 Parks and Environmental Services.

### CUSTOMER SERVICE

- 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.
- Ensure staff are inducted, trained and developed.
- Provide mentoring and coaching to staff.
- Ensure compliance with all legislative requirements relating to staff, including IR, WHS, EEO.
- Allocate tasks and manage resources to ensure organisational goals and objectives are effectively delivered.

## **BUDGET MANAGEMENT**

- Understand the budget and financial constraints of the organisation.
- Assist with the preparation of forward programs and budget strategies.
- Develop operational and renewal budgets to support the delivery of activities and projects to meet organisational goals and objectives.
- Manage budgets to ensure that variances are within KPI targets.

## **ASSET MANAGEMENT**

- Understand the role of asset management in the delivery of services to the community.
- Participate and engage with asset management staff to deliver activities and programs to deliver organisational goals and objectives.

## **WORKPLACE HEALTH AND SAFETY**

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

## **WORKPLACE COMPETENCY**

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## **TRAINING/QUALIFICATION(S)**

- Tertiary qualification in Turf Management and/or Horticulture
- Construction White Card (WA)
- Arboriculture (desirable)
- Frontline Management (desirable)

## **ESSENTIAL KNOWLEDGE/SKILLS CRITERIA**

1. Extensive knowledge and experience in amenity and community sport turf and irrigation maintenance practices and programs.
2. Previous experience in a similar role within local government or a similar environment.
3. Proven skills in contract management, 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.

## **DESIRABLE KNOWLEDGE/SKILLS CRITERIA**

- Experience in and understanding of community engagement.

## **PHYSICAL REQUIREMENTS**

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## **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'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.

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REVIEWED BY: Acting Manager Parks & Environment

DATE PD REVIEWED/APPROVED: 2 April 2025

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