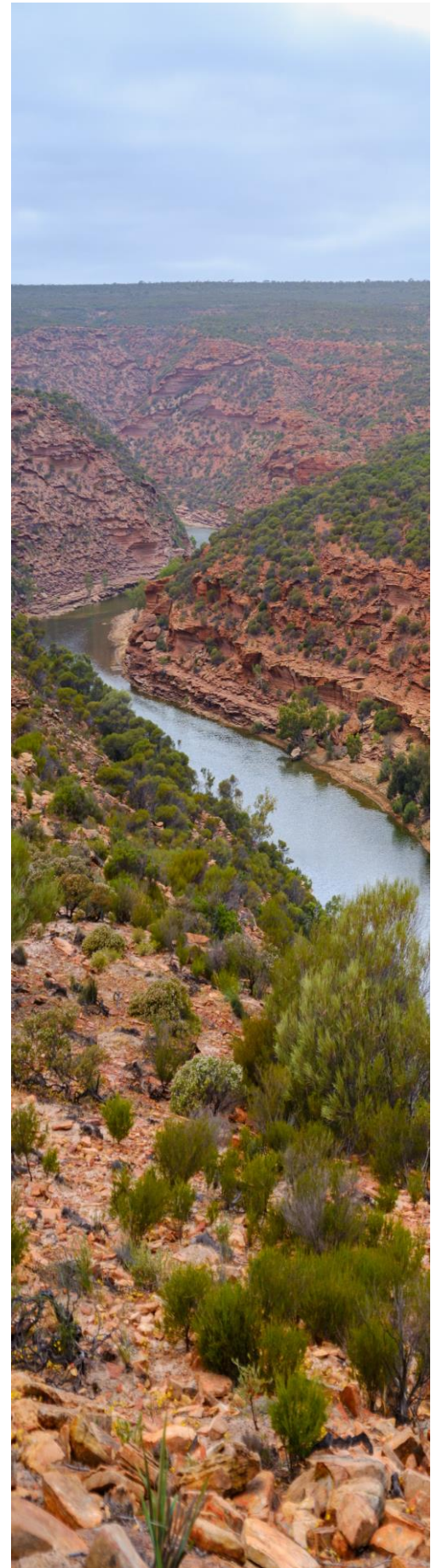




POSITION DESCRIPTION

Manager Parks and Gardens

(Full Time Position)



Manager Parks and Gardens

| | |
|-----------------------|--|
| Department | Works and Technical Services |
| Reports to | Executive Manager Works and Technical Services |
| Direct Reports | Parks and Gardens employees |
| Industrial Instrument | Employment Based Contract |
| Primary Location | Northampton Parks and Gardens Facility |

Vision, Mission & Values

Our Community Vision

- *A proud and unique community recognising the past and creating the future.*

Our Mission

- *To provide community leadership by modelling and supporting economic and social development within the Shire.*

Our Values

- *Honesty and Integrity.*
 - *Proactive Approach.*
 - *Dialogue.*
 - *Environmental Responsibility.*
 - *Diligence.*
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1. **TITLE:**

Manager Parks and Gardens

2. **LEVEL:**

Negotiated

3. **DEPARTMENT/SECTION:**

Works and Technical Services / Parks and Gardens

4. **POSITION OBJECTIVES:**

- Manage, and take an active operational role in, the overall activities of the Parks and Gardens section including, but not limited to, Reserves, parks, gardens, irrigation, potable and non-potable water supply, footpaths, and public ablutions.
- Develop and maintain asset management plans for all assets under the control of the Parks and Gardens section.
- Provide a value for money, efficient and effective landscape maintenance, and construction service.
- Control the expenditure and movement of labour, plant and materials to achieve the objectives of the maintenance and capital works programs.

- Provide leadership, technical advice and collaboration to Council, Management, Supervisors, Staff and Contractors.
- Implement and maintain training programmes and strategies.
- Manage Workplace Health and Safety in the area of responsibility.

5. REQUIREMENTS OF THE JOB:

5.1 Skills

- Developed skills in developing and implementing asset management plan and working to agreed service levels.
- Developed skills in turf, grounds, garden and verge maintenance techniques.
- Developed skills in the design of landscape/streetscape projects.
- Well developed organisational and time management skills.
- Highly developed team management and leadership skills.
- Sound public relations and interpersonal skills.
- Developed skills in negotiation, problem solving and conflict resolution.
- Well developed skills in the utilisation of relevant computer software.

5.2 Knowledge:

- Advanced knowledge of horticulture and turf maintenance.
- Working knowledge of procurement, tender processes and contract administration.
- Knowledge of plant performance evaluations and mechanical diagnosis.
- Working knowledge of computer based financial management systems.
- Knowledge of Occupational Safety and Health Act and associated policies.
- Knowledge of Worksafe requirements and implementation of safe working procedures.
- Knowledge on the *Local Government Act 1995*.
- Working knowledge of traffic management practices.

5.3 Experience:

- Proven operational experience in the management of parks related construction and maintenance programmes.
- Experience in Human Resource management and team building.
- Experience in Local Government environment.

5.4 Qualifications and/or Training

- Diploma in Horticulture or similar.
- Degree in Horticulture or similar.
- Current C class drivers licence.
- Construction Safety Awareness Certificate (White/Blue Card).

6 KEY DUTIES/RESPONSIBILITIES

Management

- Develop and maintain asset management plans for assets under the control of the Parks and Gardens department.
- Coordinate and manage the Shire's parks construction and maintenance programmes in a timely, cost effective and efficient manner.
- Monitor staff development and implement relevant training programmes and strategies.
- Ensure that Shire requirements are carried out promptly and efficiently in accordance with priorities and established policy and maintain effective

communication with the Executive Management Team, Managers and Supervisors.

- Promote and maintain communication with other Government agencies to ensure cooperation and information sharing.

Operational

- Take an operational role in the provision of all Shire Parks and Gardens services.
- Provide operational guidance to all Parks and Gardens staff throughout the organisation.

Administration

- Prepare and assess tenders and undertake contract management duties.
- Issue Council purchase orders for goods and services within policy guidelines.
- Process correspondence relating to the operations and responsibilities of the Parks and Gardens section.
- Review, establish and maintain accurate records, management documents and control systems.
- Provide input into the preparation of Council's Annual Budget.

Technical

- Provide professional and proactive technical advice and support to Parks and Gardens staff.
- Provide technical advice as required to other Departments and ratepayers.

Human Resources

- Provide leadership and direction to staff and contractors.
- Ongoing supervision, probation, annual reviews, recruiting and disciplinary action in a fair and timely matter.
- Monitoring of staff timesheets and verification of time allocations.

Occupational Safety & Health

- Provide appropriate OSH information, instruction, training and supervision to staff and contractors.
- Take reasonable care for personal safety and health of staff, contractors, volunteers, and the public in the course of undertaking Parks and Gardens operations work.
- Observe all safe working practices according to OSH requirements.
- Fulfil requirements of Council's Occupational Safety and Health Policy.
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

7 ORGANISATIONAL RELATIONSHIPS:

7:1 Responsible to:

Executive Manager Works and Technical Services

7:2 Supervision of:

Parks and Gardens staff

Contractors within the scope of individual contracts

7:3 Internal and External Liaison:

Internal

Councillors
Executive Management Team
Depot supervisory staff
Other staff

External

Ratepayers
Residents and general public
Public Utilities & Authorities
Contractors
Volunteers

8 EXTENT OF AUTHORITY:

- Operates under the limited direction of Executive Manager Works and Technical Services.
- Authorise expenditure in accordance with Council's policy and list of delegated authority.

9. SELECTION CRITERIA:

Essential

- Demonstrated experience in a similar role in Local Government.
- Ability to take on an operationally focussed role in the delivery of Parks and Gardens responsibilities.
- Demonstrated working knowledge of horticulture and turf management.
- Proven experience in managing a comprehensive footpath program.
- Detailed knowledge in the provision of and repair of irrigation and water systems.
- Working knowledge of traffic management requirements and practices.
- Demonstrated understanding of the application of Workplace Health and Safety requirements.
- Proven experience in contract administration and contractor management.

Desirable

- Qualification in Horticulture of similar.
- 5 years experience in a similar role in Local Government.