

Position Description



Position Title:	Parks & Gardens Supervisor
Date:	October 2022
Department:	Engineering Services – Works Department
Supervisor:	Works Manager
Remuneration:	Level 6-7 Stream A
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Allowances:	In accordance with Certified Agreement & Award
Agreement:	McKinlay Shire Council Certified Agreement 2022 - 2024

OBJECTIVE OF THE POSITION

- To undertake and supervise the maintenance of Council's Parks and Gardens and Recreational Areas to ensure continued improvement in the beautification of the McKinlay Shire in accordance with Council's corporate and Operational Plans.
- To supervise all appointed Parks and Gardens employees in respect to their day to day duties
- To operate, and supervise the operation of plant by employees, in a competent and safe manner

ORGANISATION ENVIRONMENT

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek, Nelia, McKinlay and Kynuna.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are beef cattle grazing, tourism and mining ventures at Cannington and Eloise Mine.

Our vision

Community – A focus on the health, wellbeing and general quality of life for the community.

Economy – A focus on economic development to create employment growth and opportunity.

Environment – A focus on the Shires built and natural environments and supporting infrastructure.

Shire – A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments

- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

ROLE OF DEPARTMENT and OBJECTIVES OF THE POSITION

To contribute to the efficient and productive operation of the Parks and Gardens function area within the Works Department.

To undertake and supervise the maintenance of Council's Parks and Gardens and Recreational Areas to ensure continued improvement in the beautification of the McKinlay Shire in accordance with Council's corporate and Operational Plans.

To supervise all appointed Parks and Gardens employees in respect to their day to day duties

To operate, and supervise the operation of plant by employees, in a competent and safe manner

DUTIES AND RESPONSIBILITIES

- Maintenance of grounds and gardens at Council parks and gardens, designated recreational reserves, rest stops as required within the McKinlay Shire boundaries for the following: -
 - Control of noxious and other weeds.
 - Tree/Shrub pruning, planting, and watering (as necessary).
 - Development of new Parks/Gardens or redevelopment of old Parks/gardens within budget restrictions and under the direction of Council's Work Manager.
- Be responsible for safe keeping and maintenance of tools, plant, equipment and stores allocated to the Parks and Gardens function area
- Liaise with Council's Sport and Recreational Officer in relation to preparation of sporting grounds for varied sports and sporting events throughout the year.
- Provide support and advice in the area of horticulture if required to Council's Caravan Park Caretaker
- Be responsible for the day to day running of the Parks and Gardens unit including allocation of duties and supervision of all Parks and Gardens employees
- Provide on-the-job training where appropriate.
- Liaise with the Works Manager with respect to human, plant, and materials resources.
- Submission of a monthly report to the Works Manager for consideration at Council's monthly meeting.
- The management and supervision to ensure quality and quantity of work output.
- Assist with job estimates, working with Resident Engineer and Works manager as appropriate.
- Monitor the cost of works so as to achieve the completed work within the budget set and report to Works Manager.
- Maintain records of works performed, including materials used.
- Participate in structured training for improvement in job performance.
- Perform tasks of a horticulture need and other duties as directed by Works Manager.
- Ensuring all staff comply with Work Place Health and Safety policies and practices adopted in Safe Plan.
- Commitment to EEO principals and practices.

- Other duties as directed.

PERFORMANCE INDICATORS

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the functions of Parks & Gardens
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Management Responsibilities:	Supervision of Parks and Garden Employees
Statutory Responsibilities:	To perform duties inline with Councils Code of Conduct and policies
Expenditure:	Refer to Councils Procurement Policy

WORKPLACE HEALTH & SAFETY

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

SELECTION CRITERIA

SC 1. Skills & Requirements

- Experience in Parks and Gardens function areas
- Medium level of computer skills with demonstrated experience in Microsoft products
- Ability to work unsupervised
- Demonstrated ability to supervise staff
- Good communication skills
- Experience in competent operation of plant and equipment such as lawn mowers, whipper snippers, garden equipment, tractors

SC 2. Qualifications/Experience

- Horticultural qualifications
- Local Government qualifications

SC 3. Knowledge

- Competent knowledge of agriculture chemicals and spraying techniques.
- Competent knowledge of horticulture.
- A working knowledge of the Workplace, Health and Safety Act 2011;