

Crew Leader, Parks and Reserves

Works Unit

Parks and Reserves Team

Position Number PR4247

About the role

The **Crew Leader, Parks and Reserves** is responsible for providing operational support to the **Team Leader, Parks and Reserves** by undertaking direction from the Team Leader in the allocation and delivery of assigned work. The Crew Leader will deliver quality outcomes by maintaining, operating and constructing the municipality's Parks and Reserves facilities for the community through a hands-on contribution and by providing on-the-job supervision, support, and technical advice to a team of Parks and Reserves Operators. This includes taking on the role and responsibilities of Team Leader during periods of leave or unexpected absence.

You will play a key role in ensuring the teams goals are achieved, overseeing required works in the operations, maintenance and construction duties associated with Councils parks, gardens, sports grounds, cemeteries and other recreational facilities.

This will be underpinned by your ability to assure the quality of work undertaken and to effectively manage your own work priorities to ensure required outcomes are achieved. This includes being responsible for managing associated activities when needed, such as budget monitoring, contractor and plant management, health, safety and risk and minor capital projects.

You will be an approachable, hands-on Leader supporting other members of the team to grow and develop in their craft, helping the team to deliver the program of work efficiently and effectively, whilst pursuing continuous improvements in safety, quality, cost, operational excellence, culture and engagement.

Role specific accountabilities

- Undertake operations, construction and maintenance of Councils parks and reserves facilities in accordance with Councils Service Level plans and with limited supervision. This includes the use of Council's internal system to receive, capture and disseminate defects for remediation.
- Provide accurate subject matter technical advice and knowledge both within the team and to internal and external customers.
- Support the Team Leader in the development and supervision of the Parks and Reserves Operators through safe and efficient work practices.
- Monitor and be aware of Service Level Plans applicable to the Parks and Reserves team to measure and improve productivity, quality, safety, and efficiency across the Unit.
- Operate and maintain mobile plant, equipment and small plant and tools in accordance with safety and maintenance instructions and standards and correctly complete log books when required.
- Visibly show commitment to health, safety and quality through participation in informal discussions and structured toolbox talks. This includes hazard/near-miss/incident reporting, contributing to corrective actions and participating in incident investigations if required.

- Use experience and knowledge to build technical and safety capability for other employees through practical advice and on-the-job coaching.
- Minimise damage or loss to Council assets in your control and report any damage, loss or exposures observed.
- Apply continuous improvement practices and participate in training and development to ensure a high standard of service delivery.
- Foster and enhance a constructive and positive working environment to ensure employees are committed and motivated to delivering community focused services.
- Actively contribute to organisational change and the establishment of effective systems and processes.
- Any other duties as directed in the context of this position.

Fitness for Work

This position requires the incumbent to be physically able to do any and all the following tasks for reasonable periods:

- Kneel and squat;
- Work on uneven surfaces;
- Lift and carry irregular workloads;
- Entering and exiting plant and vehicles;
- Twisting, bending, lifting and carrying;
- Working in adverse conditions including cold and wet weather; and
- Repetitive movement.

Enterprise specific accountabilities

All employees have enterprise wide accountabilities for which they are responsible. These include:

- Taking care of your own health and safety and the health and safety of other people;
- Delivering positive outcomes for the Burnie community by taking a customer-centric focus in everything you do;
- Contributing to the achievement of Council's overall strategy and operating deliverables;
- Demonstrating constructive behaviours in line with Council's **Behaviours Framework** to build and nurture a strong and positive workplace culture that embraces teamwork and shared values; and
- Complying with all obligations necessary including abiding by relevant laws, legislation, regulations, standards, codes and Council's policies and procedures, in particular Council's **Code of Conduct**.

To be successful

- A post trade or equivalent certificate qualification in Horticulture or other relevant field.
- Ability to work autonomously with minimal supervision.
- Sound understanding of workplace Health and Safety responsibilities.
- Demonstrated leadership experience in leading and developing others to build a constructive, productive, and inclusive team environment.
- Well-developed verbal and written communication skills, with a positive and practical approach to deliver customer service excellence to all internal and external stakeholders.

- Be accountable for decisions, behaviour, actions, and deliverables.
- Intermediate-level computer skills in Microsoft Office and ability to learn Council specific software.
- Sound time management skills and a proven ability to schedule and co-ordinate work programs across a range of activities.
- Construction Industry Induction (White Card) or the ability to achieve.
- Current drivers' licence.

Who you will work with

This role reports to the **Team Leader, Parks and Reserves**. You are expected to work closely with them, the Operations Manager, and the broader Works and Services Team to assist Council in achieving its strategic and operational objectives.

You are expected to work collaboratively and inclusively with all internal and external stakeholders, effectively communicate and build trust through mutual respect and accountability.

Other important information

Location: Works Depot, 17 3 Mile Line Road, Downlands

Employment type: Full-time

Hours: 38 hours per week, 9-day fortnight

Classification: Grade 4, Level 1 - 5

Other employment information can be found here: <https://www.burnie.tas.gov.au/Council/Jobs-at-Council>