

POSITION DESCRIPTION

TITLE:	Supervisor Parks Infrastructure	Position Number	4015
Classification:	Level 5		
Hub:	Community	Program Area:	Parks and Reserves
Reports to:	Senior Coordinator Parks and Reserves		
Direct Reports:	Leading Hand Equipment Technician, Equipment Technician		

OUR VISION and MISSION

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

OUR STRATEGIC DIRECTIONS

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

ORGANISATION OPERATING MODEL

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.

POSITION OBJECTIVE:

The Supervisor Parks Infrastructure is responsible for the maintenance and renewal of parks infrastructure, including but not limited to playgrounds, exercise equipment, furniture, fencing, bollards and signage; including the planning, management and reporting of the Parks capital works program. This position is required to liaise with a wide range of internal and external stakeholders and to plan, organise and allocate resources, to ensure tasks are delivered effectively.



KEY RESULT AREAS:

CORPORATE IDENTITY

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's staff values, CARES
Customer Service, **A**ccountability, **R**espect, **E**xcellence and **S**olidarity
- Act in accordance with and abide by the City of Darwin's Code of Conduct



SERVICE DELIVERY

- Provide assistance to the Senior Coordinator Parks and Reserves by actively contributing to promoting, planning and implementing Parks and Reserves projects and programs.
- Lead and participate in the development of relevant policies, guidelines and standards relevant to Parks and Reserves.
- Supervise the planning, implementation, monitoring and reporting of maintenance and renewal of parks infrastructure, including but not limited to playgrounds, exercise equipment, furniture, fencing, bollards and signage, including supervision and allocation of staff and resources
- Plan, manage, deliver and report on the Parks and Reserves Capital Works program
- Develop and contribute to procurement activities to ensure best value and compliance with City of Darwin's procurement policies and procedures.
- Provide high level advice relevant to all aspects of public open space, parks infrastructure and urban forest management to a wide variety of internal and external stakeholders in accordance with City of Darwin's Strategic Direction's, strategies, policies and procedures
- Assist with new Planning and Development applications and offer technical advice on design outcomes relating to ongoing public open space maintenance requirements
- Assist the Senior Coordinator Parks and Reserves to implement actions arising from initiatives that arise as a result of the Play Space Strategy, municipal planning or Council decisions
- Develop, monitor and report on budgets and project plans within the role's scope and responsibility
- Research and assist with the development of service levels and associate agreements, maintenance schedules and plans, key performance indicators, monitoring and data collection and reporting.
- Respond to customer requests and other correspondence in accordance with City of Darwin's Customer Service Charter

PEOPLE AND CAPABILITY / TEAM SUPPORT

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Actively coordinate, lead and participate in team meetings and other relevant forums, events or organisational meetings as required.
- Lead by example and maintain team compliance with all Human Resources policies, procedures and practices to ensure appropriate, fair and equitable people management is always maintained including, but not limited to:-
 - Authorise fortnightly timesheets and relevant leave applications for direct reports.
 - Effectively manage employee relations issues in conjunction with senior management and a Human Resource representative



- Undertake recruitment activities and onboarding activities, such as providing a thorough departmental induction, as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed

WORKPLACE HEALTH AND SAFETY

- Lead by example and maintain section compliance with all Workplace Health and Safety policies, procedures and practices to ensure City Of Darwin's duty of care and legislative obligations are maintained at all times including, but not limited to:-
 - Report all incidents, near misses and hazards immediately.
 - Investigate all accidents/incidents and ensure that adequate control measures are implemented to prevent reoccurrence.
 - Supervise and assist the Safety Business Partners in the return to work process for all injured employees.
- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems
- Comply with City of Darwin's Workplace Health and Safety (WHS) policies and procedures and WH&S Management System.

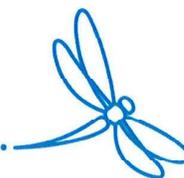
POSITION PREREQUISITES

- Diploma in Horticulture/Project Management or other relevant qualification
- Minimum five (5) years' experience in a similar role
- Minimum three (3) years' at a supervisory level
- Possession of C Class Driver Licence
- General Construction Industry - White Card, or ability to obtain prior to commencing employment.

APPROVED BY:


Executive Manager Operations

Date: 8/10/24



Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____ Date _____

