

Team Leader Maintenance & Turf

Position Number	1135
Directorate	Infrastructure
Service Unit/Department	Parks and Gardens
Location	Municipal Depot, Selkirk Drive, Horsham
Position Classification	Band 5 Level A
Position Appointment	Permanent Full-time
Enterprise Agreement	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
Reports to	Coordinator Parks & Gardens

Organisation Values - **FAIR**

Flexibility

We are adaptable to changing circumstances

Accountability

We are responsible for our behaviour and actions

Integrity

We are ethical, transparent and honest in our conduct

Respect

We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

1. Position Objectives

The position is both operational and supervisory and includes responsibility for overseeing the operations of the Maintenance and Turf Unit to ensure effective landscape and horticultural presentation and maintenance of HRCC public spaces is achieved throughout the municipality.

2. Key Responsibility Areas

- Determine the day-to-day activities of staff in the Maintenance and Turf Unit and monitor performance, in liaison with the Leading Hands. The position helps to ensure that all operations are completed with regard to human resource, budgetary, OH&S, traffic management, environmental, legislative, statutory and relevant service authority standards.
- Responsible for prioritising short term programs and works with consideration of weather, labour and plant resource availability, local access, cost and budget estimates, interim serviceability, occupational health and safety issues and any other special/relevant factors.
- Convene and preside at regular Unit meetings and ensure that Team Leaders conduct regular and effective toolbox meetings.
- Support the Coordinator Parks and Gardens in development of maintenance and turf care programs, ensuring the effective operation and serviceability of Council parks, gardens and reserves.
- Support the Coordinator Parks & Gardens in the implementation of human resource processes for relevant staff, including annual reviews, training needs, discipline, performance issues, etc.
- Monitor expenditure on maintenance/works programs and provide information, as required, to support the development of budgets and project estimates.
- Ensure staff consistently collect and record data on their daily tasks and work programs, as required by assets personnel, to maintain accurate asset management data systems that reflect the actual condition of assets.
- Liaise with other Team Leaders and relevant personnel, Council committees (H&S, etc.) and groups to ensure efficient sharing of plant resources and other information, support, assistance and coordination, including the operation of the Councils emergency standby and after-hours callout arrangements.
- Ensure that Council plant and equipment used by relevant units is managed, operated, maintained and serviced in line with respective plant maintenance programs to provide reliable, safe and efficient operation, and that other assets under control of the position and Council work sites, are kept in appropriately neat, tidy, safe and secure condition.
- Provide supervision and direction of additional personnel (Casual staff, labour hire staff, contractors), as necessary.
- Provide verbal and written reports to Coordinator Parks & Gardens, as necessary.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

3. Occupational Health and Safety (OH&S) Responsibilities

- Provide appropriate supervision to employees.
- Provide information and instruction.
- Ensure appropriate training is provided.
- Provide leadership through the promotion of safety.
- Encourage and support the reporting of incidents and hazards.
- Ensure the provision of safe equipment.
- Provide access to the required PPE.
- Ensure compliance with Safe Work Method Statements and procedures.

4. Accountability and extent of Authority, Judgement and Decision Making

- Accountable to the Coordinator Parks and Gardens for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply. Guidance and advice are usually available with regard to any matter.
- The position is both operational and supervisory, and includes responsibility for overseeing the operations of the Maintenance and Turf Unit to ensure effective landscape and horticultural presentation and maintenance of HRCC public spaces is achieved throughout the municipality.
- May make decisions in consultation with the Coordinator Parks and Gardens relating to implementation, planning and organisational aspects of various projects undertaken and/or allocated. Freedom to act is subject to conforming with broad goals, policies and budget guidelines and generally by making a choice from available alternatives as used previously.
- Required to ensure that all employees under direction are trained in safe working practices and in the safe operation of equipment and are made aware of all occupational health and safety policies and procedures.
- Required to provide input in works planning and section arrangements, together with technical and general policy issues.
- Problems in this Band may be of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality may be required. Guidance and counsel are usually available within the time available to make a choice.
- May be required to provide on-the-job training for other employees.

5. Specialist Skills & Knowledge

- Thorough knowledge of horticultural work practices and the operation of horticultural machinery.
- Plant operating skills, particularly smaller machinery and domestic-type gardening equipment.
- Competent use and maintenance of mechanical equipment used in horticultural practices.

6. Management and Administrative skills

- Ability to work effectively in a supervisor capacity to achieve the objectives determined by the organisation.
- Good time management, prioritisation and organisational skills and the ability to achieve objectives within budget and relevant timelines.
- Ability to understand and implement personnel practices and provide training assistance to ensure compliance with relevant human resource, OH&S and other legal requirements.
- Efficient computer skills and ability (Microsoft Office suite)
- Good administrative skills with the ability to produce effective written documentation

7. Interpersonal skills

- Excellent oral and written English skills.
- Good personal presentation and the ability to deal courteously and efficiently with the public.
- Good leadership and supervisory skills encompassing the ability to motivate, work co-operatively with others and discuss and resolve issues in a positive and constructive manner.
- Good interpersonal skills to cooperatively coordinate works, materials and equipment with other Team Leaders, Coordinators and management.

8. Qualifications and Experience (Selection Criteria)

- Horticultural certification (diploma preferred) and/or detailed horticultural knowledge/experience.
- Experience in the implementation and supervision of municipal works.
- Current driver's licence (endorsed to operate other vehicles may be an advantage)
- Plant operation licences/certification
- First aid skills

9. Organisational Relationships

Reports to:	Coordinator Parks & Gardens
Supervises:	Leading Hand Turf Care Leading Hand Maintenance
Internal Liaisons:	Other Team Leaders Other Infrastructure employees/staff Depot staff (administration)
External Liaisons:	The public Contractors

10. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

Accessible and Inclusive Employer

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

Occupational Health and Safety/Risk Management

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

11. Further information

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or www.humanrightscommission.vic.gov.au for further information.

Manager People & Safety
Horsham Rural City Council
PO Box 511
Horsham Victoria 3402
Email: hr@hrcc.vic.gov.au

12. Sign Off

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

Approved by:
(Director Infrastructure)

Date:

Employee name:

Signature:

Date: