

POSITION DESCRIPTION

POSITION: Works Supervisor - Mowing	
DIRECTORATE: City Infrastructure	GROUP: Transport and Open Space Services
SECTION: Open Space Services	REPORTS TO: Maintenance Coordinator Recreational Spaces
GRADE: E	EMPLOYMENT TYPE: Full-Time
HOURS/WEEK: 38	POSITION No.: 294
DATE: November 2024	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



iNnovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE GROUP/SECTION

Our Transport & Open Space Services Group is responsible for planning, delivering and maintaining the City's road networks, drainage, footpaths and cycleways, reserves, parks, playgrounds, public amenities and other open spaces.

POSITION OBJECTIVES

- To ensure the City of Coffs Harbour (the "City") open space facilities are maintained in accordance with the agreed level of service.
- To ensure that day to day operations and maintenance activities of the open space areas including the Fire Trail / Asset Protection Zones (APZ) are undertaken in an efficient, cost effective and timely manner.
- To provide support to the leadership team of City of Coffs Harbour on establishing a high performance organisation through the development of its people and processes .

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management

Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Coordinate works and staff to ensure completion of individual components of work including the immediate supervision on a day-to-day basis for team members, this includes:
 - provision of on-the-job training
 - coaching and mentoring to staff.
- Coordinate and undertake annual Reserve weed inspections and control programs.
- Undertake and supervise maintenance works including but not limited to:
 - staff / work supervision
 - assessing and undertaking risk management activities and assessments in accordance with the City's endorsed procedures and policies
 - adhering to budget and to the required technical, safety and environmental standards.
- Assist the Maintenance Coordinator Recreational in preparing daily/weekly works programs and high priority works as needed.
- Identify works, prioritise, monitor and report using the City's systems.
- Ensure all employee timesheets, plant sheets and other documentation required by the organisation are completed accurately and within agreed timeframes.
- Ensure that the allocation of plant is used efficiently, effectively, maintained and operated safely to the City's Codes and Standards.
- Assist in carrying out all operational servicing and maintenance as specified in manufacturer's manuals. Report all faults or breakages which occur on plant items.
- Utilise mobile technology and the City's maintenance management system to organise works, record data and report as required.
- Proactively report any defects or problems observed with the City's and assets including reporting of defects or problems observed with the City's assets outside of normal area of expertise.
- By fair and honest supervision ensure that works undertaken by contract meet the requirements of contract documentation or hire agreements.
- Be aware of maintenance budgets and as work proceeds ensure that it is within the budget limits set in the operational plan utilising the City's job cost procedures.
- Plan, program and undertake routine operations to reflect maintenance priorities.
- Monitor project budgets on repair works using project costing systems and identifying adverse trends.

KEY RELATIONSHIPS

Internal

- Group Leader Transport and Open Spaces
- Section Leader Open Spaces
- Coordinator Maintenance Recreational Services
- Open Spaces Staff
- Other City Staff

External

- External stakeholders
- Members of the public.

OTHER POSITION REQUIREMENTS

- Based on a 38 hour week, the ordinary hours of work will generally be between 06:00 and 18:00 Monday to Friday. Actual start and finish times within this span will be arranged with the People Leader. Ordinary hours worked outside this span as agreed will attract the appropriate shift penalty in accordance with the Award and the City's Procedures.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with your People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- The following allowances and expenses apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
 - Expenses
 - First Aid Allowance
 - Meal Allowance
 - Travel Allowance
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position is located at Nana Lane Depot with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly outdoor environment where a varying range of temperatures, weather conditions and walking surfaces may be experienced. The position requires a moderate level of aerobic and physical fitness to undertake regular physical activities such as walking, lifting, pulling, pushing along with the capacity to maintain normal manual handling tasks across the work day – depending on the nature of the tasks undertaken. The use of relevant work method statements and appropriate WHS standards are an integral part of the role. A full functional and medical assessment is required for this position.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Certificate III in either Horticulture / Greenkeeping / Landscape Construction or similar and/or significant industry experience
- Demonstrated people leadership skills and experience
- Customer focused and comfortable interacting with members of public, including tourists and visitors.
- Current Medium Rigid (MR) Drivers Licence • NSW Construction Induction Card (White card).

Desirable

- Qualifications or training in staff supervision /leadership
- First Aid (HLTAID011) certificate
- NSW SafeWork Implement traffic control plans (IMP)
- NSW SafeWork Prepare a work zone traffic management plan (PWZ)
- National Farm Chemical Users Certificate (AQF Level 3)
- Level 1 Chainsaw Certification (Trim and cut felled trees).

CAPABILITIES

Knowledge and Capabilities

- Demonstrated experience in Facilities, Parks, Reserves and Horticultural maintenance in a practical "hands on" capacity, with general knowledge of plant operations, building structures and playground equipment.
- Proven leadership skills in a relevant industry, with extensive experience in managing work teams.
- Proven effective people management skills.
- Experience in scheduling work and maintenance programs.
- Experience in managing and reporting on budgets and expenditure.
- Demonstrated high level verbal and written communication skills.
- Strong understanding of the Work Health and Safety legislation and procedures

Position Demands Analysis

Works Supervisor - Mowing

EXPOSURE RATING TABLE							
No exposure		Low Exposure		Medium Exposure		High Exposure	
0 hrs daily		0-2 hrs daily		2-4 hrs daily		4-8 hrs daily	
0		1		2		3	
PHYSICAL REQUIREMENTS							
Sedentary work lifting 0-4.5kg		2	Elevating arms above shoulder height		1	Climbing to access / exit excavations	0
Light work lifting 4.5-9.1kg		2	Extend arms for reaching		1	Kneeling for extended periods	1
Medium work lifting 9.1-22.7kg		1	Sitting for extended periods		1	Crawling	0
Heavy work lifting 22.7-45.5kg		1	Standing for extended periods		1	Balancing	1
Very Heavy work lifting >45.5kg		0	Walking for extended periods		1	Hearing above background noise	2
Repetitive Lifting		1	Walking on uneven ground		2	Depth perception	1
Pulling Loads > 5kg		1	Frequent bending / stooping		1	Colour vision	0
Pushing loads > 5kg		1	Shovelling / digging		1	Fine manipulation	0
Lifting with trunk twisting		1	Throwing		1		
USE OF PERSONAL PROTECTIVE EQUIPMENT							
Safety boots / shoes		3	Dust Mask / Respirator		1	Reflective vest	1
Hard hat		1	Protective eyewear		1	Breathing Apparatus (BA)	0
Ear plugs / muffs		1	Gloves		1		
EXPOSURES							
CHEMICALS			CHEMICAL NAME/TYPE			BIOLOGICAL	
Dusts		1				Odours	
Liquids		1				Mists / Fumes	
Herbicide spraying		1				Possible exposure to sharps	
Pesticide spraying		1				Possible exposure to Tetanus	
Gases / Vapours		1				Possible exposure to Hepatitis A, B, C	
Working with solvents		1				Possible exposure to blood / bodily fluids	

PHYSICAL/PSYCHOLOGICAL					
Inside work	1	Working near machinery	2	Slippery surfaces	1
Outside work	3	Operating machinery	1	Low light areas	0
Confined spaces	0	Vibration	1	Shift work	0
Working alone	2	Working at heights	1	Use of computer for screen based activities	1
Working with hot substances	0	High Temperatures > 38 degrees	1	Prolonged Driving (periods > 2hrs)	1
Working with cold substances	0	Low Temps < 3 degrees	1	Violence / aggression from customers	2
Noisy work areas	1	Fatigue	1		