



## NPARC POSITION DESCRIPTION

<b>Position number</b>	1405	<b>Date of last review</b>	September 2023
<b>Position Title</b>	Parks & Gardens Supervisor		
<b>Award</b>	<b><i>Queensland Local Government Industry (Stream C) Award – State 2017</i></b>		
<b>Classification</b>	Stream A, Band 2, Level 2		
<b>Division</b>	Operations		
<b>Location</b>	NPA Region		
<b>Employment Type</b>	Permanent Fulltime		
<b>Hours of Duty</b>	38 hours per week		
<b>Supervisor</b>	Parks & Gardens Manager		
<b>Direct reports</b>	Parks & Gardens Workers		

### ORGANISATIONAL ENVIRONMENT

#### Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

#### Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

#### Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

### CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream B) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

### WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

### **PRIMARY OBJECTIVES OF THE POSITION:**

The Supervisor Parks & Gardens will be responsible for staff supervision and the efficient and effective use of resources while undertaking parks, gardens, and facilities maintenance programmes across the region.

The position supervises various field staff, along with the daily project planning and delivery activities in order to meet quality and value-for-money expectations in a professional, safe and efficient manner and in accordance with Council's Operational Plan and Budget.

### **KEY DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities include but are not limited to:

1. Assist in the day-to-day management and coordination of appointed work teams.
2. Assist in the development and delivery of works programmes and services standards to meet community needs of the areas.
3. Assist in monitoring annual budgets, delivery and management of capital works projects, contract management,
4. Provide assistance developing service level agreements and policies and procedures. Report writing, record keeping and correspondence.
5. Working collaboratively across the region with other Council Departments and communities and identifying potential opportunities for innovation and improving the efficiency and effectiveness of Council's operations
6. Lead, motivate, develop and support reporting staff, to achieve organisational goals.
7. Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.
8. Additionally, this position may be required to conduct other duties as lawfully directed by the reporting Manager.

### **SELECTION CRITERIA**

#### *Essential*

1. Demonstrated experience in operational works planning to manage resources and timeframes to deliver expected outcomes.
2. Demonstrated strong attention to detail, analytical skills and ability to methodically problem solve.
3. Demonstrated ability to coordinate operational works activities and conduct meetings.

4. Demonstrated ability to deal with customers at all levels in a professional and courteous manner.
5. Current C class license (Manual)

**Desirable:**

- Traffic Management Implementation
- Current General Construction Induction Card
- Current ACDC Chemical Accreditation
- Demonstrated ability to operate chainsaw
- Plant operator certificate (skid Steer)

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT

Exec. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
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