



Murrindindi
Shire Council

Position Description

**Parks and Gardens
Officer (B2)**

Professionalism Integrity Accountability Empathy



Murrindindi 2030 Vision

We are sustainable, vibrant and resilient.

We focus on growing our business opportunities.

Our communities are safe and connected, enjoying a healthy and productive lifestyle within our wonderful natural environment.

POSITION TITLE

Parks and Gardens Officer (B2)

JOB NUMBER

603

CLASSIFICATION

Murrindindi Council Enterprise Agreement
Band 2 (Unskilled/Unqualified)

GROUP

Assets & Environment

DEPARTMENT

Operations & Maintenance

APPROVED BY

Manager Operations & Maintenance

DATE

September 2024

Position Overview and Objective

Reporting to the Team Leader Parks, the Parks & Gardens Officer (B2) will be responsible for maintaining public facilities including parks and gardens, to promote and improve public enjoyment and access to these facilities.

The role is required to:

- Provide high quality infrastructure maintenance services.
- Be a customer focussed, flexible team member to contribute to the unit goals.

Key Responsibilities

1. Clean and maintain town and street facilities as directed so as to provide a tidy and positive image of public amenity areas and to ensure public hygiene standards. Duties include:
 - Collect and dispose of street bin waste and generally clean up street/park litter, particularly near bins;
 - Sweep footpaths and remove debris;
 - Clean public conveniences including floors, walls, cubicles, urinals etc;
 - Clean and maintain barbeques; and
 - Clean and maintain street furniture including annual painting.

2. Clean and maintain parks, streetscapes, playgrounds and gardens to provide an attractive and enjoyable recreation space for the community and visitors. Duties include:
 - Assisting with tree pruning;
 - Establishing, planting, weeding and maintaining garden beds;
 - Irrigation, edgings, and poison spraying;
 - Mowing by Hand Mower and/or Ride on Mower; and
 - Whipper Snipping.
3. Operate, maintain and arrange servicing for various assigned items of plant and equipment including mowers and tractors, to ensure they are kept in good working order.
4. Comply with Council and Department policies and procedures.
5. Complete and comply with all administrative and management requirements including but not limited to:
 - Complete timesheets accurately and on time;
 - Report any loss or damage to equipment and plant
 - Follow and adhere to work instructions at all times;
 - Follow and comply with Council and department policies and procedures;
 - Follow and comply with all Risk and OHS requirements to enable personal and others' safety at all times; and
 - Enter work Orders, Close of work Orders into Councils Asset Management System via Mobile Devices (Phone, iPad etc.).
6. Adhere to the Council's values in all interactions with fellow employees and the general public.
7. Other duties as directed in accordance with role.

Organisational Relationship

Reports to: Leading Hand - Parks

Supervises: N/A

Internal Relationships: Team Leader – Parks
 Manager - Operations and Infrastructure
 Coordinator Asset Maintenance, other Coordinators and
 Team Leaders and Council employees

External Relationships: Ratepayers, subcontractors, suppliers and general public

Key Selection Criteria

- Experience in a trade, works or service environment.
- Experience in working independently to meet timelines and set standards.
- Various plant operator competencies and Medium Rigid Truck Licence (desirable) e.g. skid steer loader, tractor.
- Good interpersonal skills and a team player with ability to follow direction.
- Capacity to engage and deal with general public as required.
- Current Victorian Drivers Licence.
- Availability to work weekends and public holidays, based on a monthly roster as required.

Essential Position Requirements

The following section outlines requirements specific to this job.

Enterprise Agreement Ordinary Hours and Days Clause 16.2	Infrastructure Operations employee
Drivers Licence / Ability to travel	Required to enable travel to different sites (including within and outside the municipality) to undertake the requirements of the role
Physical Requirements	This role has specific physical requirements which may include a level of physical fitness or ability associated with tasks. May include manual handling activities, lifting of weights, bending, twisting, working at height, operating specialised equipment.
Psychological Requirements	All roles at Council have a public accountability and at times will be required to meet specified deadlines, general workload and completion demands and deal with some change that may be beyond the individual's personal control.
Checks	<p>Police / Criminal Record Check Yes – on commencement and during employment by self-disclosure obligation.</p> <p>Evidence of rights to work in Australia Required</p> <p>Working with Children Check Required to perform role due to direct work with children</p> <p>COVID Vaccination In accordance with Council policy</p>
Matters relevant to the above checks	Deals directly with members of the public
Information Technology Literacy	Basic knowledge and experience in computer literacy, using Microsoft Suite and other computer programs.
Work location conditions	Onsite – role is required to be performed on site (due to business needs and/or customer contact requirements)
Outside ordinary hours of work	Role is rostered and requires availability to work on call, outside or after-hours work or on weekends/public holidays
Qualifications / Registrations / Licences / Memberships	As per key selection criteria

Band 2

Accountability and extent of authority	<ul style="list-style-type: none"> • Perform broad tasks involving utilisation of developed skills. • Work individually or in a team under routine supervision. • Perform work within general guidelines but exercise discretion in the application of established practices and procedures. • May assist others in the supervision of work of the same or lower band. • Be responsible for and assure the quality of the work. • May assist in providing on-the-job training based on skill and experience.
Judgment and decision making	<ul style="list-style-type: none"> • Undertake work which is clearly defined with established procedures, well understood or clearly documented. • Use some originality in approach and apply solutions based on previous procedures and practices.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Work to a plan • Where applicable, estimate and order materials, undertake basic administrative / professional skills.
Management skills	<ul style="list-style-type: none"> • Not applicable
Inter-personal skills	<ul style="list-style-type: none"> • Use oral communication skills and where appropriate written skills, with clients, members of the public and other employees.
Qualifications and experience	<ul style="list-style-type: none"> • Undertake relevant experience/on-the-job training appropriate to the requirements of work in this Band.

Murrindindi Shire Council acknowledges that Murrindindi Shire exists on Taungurung and Wurundjeri Woi-wurrung Country.

We hereby express our respect for the Taungurung people and the Wurundjeri Woi-wurrung people of the Kulin Nation as the Traditional Owners of the land that encompasses Murrindindi Shire.

Organisational Responsibilities

Code of Conduct - comply with and foster an environment where every employee can consistently meet the standards of behaviour that are outlined in the Code of Conduct. Report and address matters or concerns in a timely and appropriate manner.

Values – demonstrate and model Council’s values in all aspects of your role. These values are Professionalism, Integrity, Accountability and Empathy.

Customer Service – deliver excellent service at all levels including internal and external service delivery. Engage with customers and meet community expectations in ways that foster a positive experience and deliver services using simplified but effective processes.

Diversity, Equity and Inclusion – create a psychologically safe culture where everyone feels respected, heard, included and free to speak up.

Safeguarding children, young people and vulnerable community members – promote safeguarding actions, model expected behaviours, speak up and act, and foster communities that are safe and free from violence.

Workplace Health, Safety and Wellbeing – model and set expectations to ensure safe work practice and methods for all. Follow OHS policies and procedures, immediately report and take appropriate action regarding all hazards and incidents. Work in a manner that is safe for you or all others. Use personal protective equipment clothing or equipment (PPE), reduce risks and only perform safe tasks for which you are capable, competent, appropriately trained and where applicable licenced.

Environment & Sustainability – Champion sustainability and make associated behaviour changes that foster environmental protection and sustainability in all that Council does. Create positive impacts on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement.



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