

## POSITION DESCRIPTION

### PART 1 – POSITION DETAILS

<b>Position Title</b>	Assistant Supervisor – Reserves & Sportsfields
<b>Position Number</b>	P00782
<b>Division</b>	Transport and Assets
<b>Group</b>	Parks & Recreation
<b>Team</b>	Parks Operations
<b>Grade</b>	Northern Beaches Grade 'E'
<b>Reports to</b>	Site Supervisor
<b>Hours</b>	76 hours per fortnight
<b>Status</b>	Full time
<b>Date of last review and update</b>	May 2019

### NORTHERN BEACHES COUNCIL'S VISION AND VALUES

Our Vision is "Delivering the highest quality service, valued and trusted by our community" critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

### DIVISION – Transport & Assets

The Transport and Assets Division is responsible for a range of functions which support the whole of Council to deliver high quality services to our Northern Beaches bush land, rural and coastal community. The Division comprises of the following business units - Transport and Civil Infrastructure; Parks and Recreation; Property, Recreation Business and Capital Works.

### PART 2 – BUSINESS UNIT OVERVIEW

#### Parks & Recreation

The Parks and Recreation group is responsible for customer focused and sustainable management, planning, development and maintenance of Council's open spaces including sportsgrounds, parks, reserves, associated recreation facilities and regional park venues. The Group includes the following teams; Open Space Planning and Management, Beach Safety, Parks Assets and Projects, Tree Management, Parks Operations and Business Development.

### PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES

#### Role Purpose

The role of the Assistant Supervisor, reporting to the Site Supervisor, is to direct and lead maintenance on Sports Fields and Reserves. The role involves ensuring that Parks and Recreation maintenance programs and services meet specified standards and requirements on an ongoing basis and are delivered in a timely and effective manner. Key emphasis is on the following:

- Articulate and model Council's vision and values.
- Undertaking turf maintenance activities and other parks, gardens and sports field maintenance and operational activities.
- Day to day field staff management, including preparation of rosters and schedules.
- WHS management.
- Planning and coordinating plant, equipment and materials.
- Work planning and programming and ensuring services are undertaken and reported in accordance with specified standards.

## Key Responsibilities

- Participate in and coordinate teams in the maintenance of sports fields and reserves to specified standards.
- Responsible for ensuring the completion of work within set time frames and providing a flexible and responsive service.
- Responsible for managing day to day work scheduling, allocation of equipment, machinery and materials
- Coordinate delivery of work programs and services with other park maintenance teams
- Complete administration and reporting related to staff and work programs in a timely manner, including auditing work and following up on the results.
- Participate in the management of minor projects and contractors in the delivery of Sports field and Reserves maintenance programs
- Act as Site Supervisor as required

## Operational

- Contribute to the operations of the Parks Operations Team within the Parks and Recreation Service to ensure a flexible and responsive service
- Ensure work is carried out in accordance with safety, environmental and other statutory requirements
- Commitment to Teamwork
- Coordinate staff/team to achieve work of the highest standard
- Undertake Toolboxes, mentoring and up skilling of staff
- Responsible for improving the delivery of programmed and reactive work
- Ability to work independently and in a team environment, developing and maintaining co-operative relationships with internal and external stakeholders
- Manage staff performance
- Participate in business planning and budget development
- Operate Plant and Machinery
- Undertake physical Labour individually or as part of the team

## People Leadership

- Role model the Northern Beaches Councils values and behaviours

## Business Performance

- Take personal responsibility for behaving in accordance with the organisations' values and directions
- Exercise Workplace, Health, Safety and Rehabilitation responsibility, accountability and authority as outlined in Council's procedures
- Ensure that all Council business is adequately documented in all relevant systems in accordance with appropriate standards, procedures and processes
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities. This will be done through the Business Excellence Framework as the basis for continual improvement and change
- Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves better practice and strategic objectives

*\*While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

## **PART 4 – ESSENTIAL CRITERIA**

### **Educational & Experience Requirements**

- Turf Management Qualification or relevant trade qualification and detailed knowledge of Turf Maintenance activities.
- At least 3 years' experience in managing the delivery of high quality Playing surfaces and maintenance in public open space areas.
- Demonstrated experience in the supervision and monitoring of staff.

### **Capabilities and Knowledge**

- Skills and knowledge in using a wide range of Horticultural and Turf maintenance plant, equipment, and materials.
- Demonstrated experience and commitment to Workplace Health and Safety.
- Practical experience and ability to deliver high quality work within set timeframes and report on progress using computer based systems.
- Ability to develop positive work relationships including motivating team members to achieve high quality results
- Demonstrated commitment to continuous improvement which results in positive change/s in the workplace and service delivery
- Well-developed communication and customer relation skills.
- An ability to plan, organise and prioritise work within teams to meet program scheduling and budget targets.
- Ability to role model Council's values
- Understanding of equal employment opportunities, ethical practice principles and the ability to act with probity at all times
- Ability to measure and report on work completed.
- Practical experience in time management and competing priorities.
- Demonstrated experience in coordinating and delivering projects in the field.
- Demonstrated ability to work unsupervised.
- Current Class C (minimum) NSW Driver's Licence

## **PART 5 – DESIRABLE CRITERIA**

- Experience and knowledge in Amenity Horticulture Maintenance
- Knowledge and understanding of Local Government
- Construction White Card
- Chemcert