

## **PART 1 – POSITION DETAILS**

<b>Position Title</b>	Coastal Walkways Team Member
<b>Position Number</b>	Various
<b>Division</b>	Environment and Infrastructure
<b>Business Unit</b>	Parks and Recreation
<b>Pay Rate</b>	NBC 'B'
<b>Reports to</b>	Coastal Walkways Team Leader
<b>Hours</b>	76 hours per fortnight
<b>Status</b>	Permanent
<b>Date of last review and update</b>	July 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**

### **Environment and Infrastructure**

The Environment & Infrastructure 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, Recreation Business, Property, and Capital Projects.

## **PART 2 – BUSINESS UNIT OVERVIEW**

Parks and Recreation is responsible for maintaining and establishing areas and facilities that add to the community's enjoyment of Council developed spaces and sports fields to encourage and provide for passive and active recreational needs. Parks and Recreation includes the following functions:

- Recreation planning and management
- Reserves and commercial centres maintenance
- Beach Safety
- Tree management
- Asset planning, design and delivery
- Business support and management

## **PART 3 – ROLE PURPOSE & KEY RESPONSIBILITIES**

### **Role Purpose**

The role of the Coastal Walkways Labourer is to undertake maintenance on coastal walking tracks to ensure that specified standards and requirements are met on an ongoing basis. The team is to ensure the coastal walking tracks and surrounds are high quality, safe and well maintained areas.

### Key Responsibilities

- Maintenance of timber edging, steps, signage, tracks, and other parks infrastructure.
- Program and perform seasonal maintenance tasks
- Identify and carry out appropriate herbicide treatments
- Carry out replanting of bushland areas where required using endemic plant species.
- Carry out weed eradication using industry best practices
- Ensuring the completion of work within set time frames and providing a flexible and responsive service
- Ensuring plant and equipment are maintained to a suitable level
- Ensure WHS procedures are implemented and risk assessments are carried out for all maintenance activities undertaken.

### People Leadership

- Role model the Northern Beaches Councils values and behaviours.

### Operational

- Contribute to the operations of the Parks Operations Team within the Parks and Recreation service to ensure a flexible and responsive service.
- Utilise computer based system to record and document maintenance work completed.
- Willingness and ability to learn about the maintenance of a variety of parks assets via on the job training.
- Reporting as required to the relevant Coordinator on progress of maintenance programs.
- Maintain a clean and safe work environment while complying with safety policies and procedures.
- Comply with statutory and regulatory requirements and standards.
- Exercise Workplace, Health, Safety and Rehabilitation responsibility, accountability and authority as outlined in Council's procedures.
- Ability to work independently and in a team environment, developing and maintaining co-operative relationships with internal and external stakeholder
- Comply with statutory and regulatory requirements and standards
- Contribute to the ongoing improvement of processes, practises and policies
- Participate actively in team activities, training and other professional development
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, Equal Employment Opportunity (EEO) principles, the Work Health and Safety (WHS) Act, the Local Government Act and the requirements of ICAC
- Learn, promote and ensure compliance with Work Health and Safety policies and procedures.
- Prioritise WHS in meetings, reviews and within team activities.

### Business Performance

- Assist in identifying cost savings
- Actively participate and contribute toward the integration of core services across Council
- Drive increased business performance through values based work
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities
- 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**

- Demonstrate an ability to work in an effective team and to promote and develop positive work relationships
- Practical experience (labouring) and an ability to deliver high quality work within set timeframes
- Experience in an environment with a commitment to customer service
- Demonstrate an ability to use computer applications/technology
- Physically fit and passionate about your work
- Current Class C (minimum) NSW Driver's Licence (Manual)

### **Capabilities and Knowledge**

- Skills and knowledge in a range of minor plant and equipment
- An ability to work unsupervised
- Well-developed communication skills
- Strong focus on Workplace Health and Safety
- Demonstrated commitment to continuous improvement which results in positive change/s in the workplace and service delivery
- Understanding of equal employment opportunities, occupational health and safety, ethical practice principles and the ability to act with probity at all times
- Behaviour that positively demonstrates our organisational values of Respect, Integrity, Teamwork, Trust, Service and Leadership
- Knowledge of vegetation communities in Northern Beaches LGA
- Knowledge of coastal plant species
- Minimum 3 years bushland experience in track construction and maintenance
- Ability to identify and treat noxious and environmental weeds.

## **PART 5 – DESIRABLE CRITERIA**

- Construction Site Management qualifications
- Class MR driver's licence
- ChemCert
- Chainsaw Ticket.