

Position Description

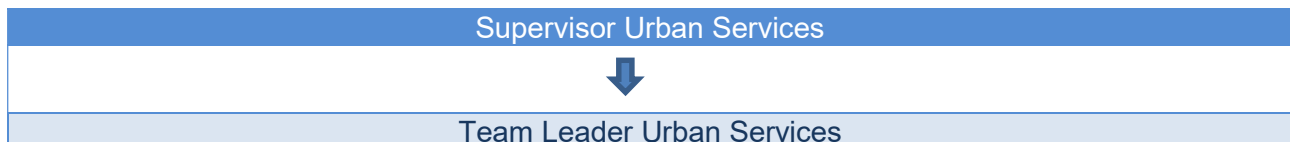
Position Title	Supervisor Town Presentation
Position Code	ENG003
Department	Engineering
Division	Town Presentation and Facilities
Reports To	Manager Town Presentation and Facilities
Direct Reports:	Two – Team Leader Urban Services and Team Leader Town Presentaion
Position Classification	Professional Specialist Band 3, Level 2
Position Status	Full-time
Allowances	On-call Allowance (when operating in an on-call capacity)

SPECIAL CONDITIONS

This position will require the incumbent to be part of a rotating, on-call roster.

Some out of hours work will be required in the delivery of Council's services to the community.

REPORTING STRUCTURE OF POSITION



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to actively contribute to the strategic planning, direction and management of the Urban Services section of Council.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Strategic planning and direction</i>	<i>40%</i>
<i>Administration including operational reporting on works and WHS documentation</i>	<i>40%</i>
<i>Professional development, supervision and HR related actions</i>	<i>20%</i>

POSITION RESPONSIBILITIES

- Develop the annual maintenance, capital improvement and replacement schedule of all Council owned recreational and sporting facilities, parks and playgrounds as well as the infrastructure contained within them. These areas include:
 - Urban parks and gardens;
 - Sporting ovals and associated facilities;
 - Playgrounds and recreational areas;
 - Swimming pool grounds and landscaping maintenance not contained with the pool operations contract;
 - Urban landscaping and maintenance;
 - Open green spaces;
 - Lake Forbes foreshore including water bubblers, fountains and aquatic area;
 - Pruning , trimming, removal and planting of trees;
 - Sportsfield and Open Spaces Irrigation systems;
 - Mowing and slashing of urban reserves, town entrances and open spaces;
 - Repair and cleaning of vandalism.
- Coordinate the maintenance activities associated with Council's Urban Services including:
 - Street Sweeping;
 - Footpath sweeping including removal of bird droppings, litter and illegal bill posters;
 - Maintenance of CBD plantings and flower gardens;
 - Street furniture repairs and maintenance, including painting where required;
 - Reporting and rectification of vandalism;
 - Street litter bins, litter collection and graffiti removal.
- Liaise with user groups and stakeholders of sporting facilities and open spaces to ensure the facilities are prepared for the intended use;
- In consultation with the Community and Tourism section, oversee the coordination of the urban services team to support the event and tourism activities of Council including:
 - Erect stage and marquees;
 - Installation or placement of promotional or information signage;
 - Deliver and collect tables, chairs and BBQ's;
 - Arrange contracted and waste cleaning services;
 - Clean up and removal of rubbish;
 - Erect street banners;
 - Installation of Christmas lights, decorations and promotional materials;
 - Traffic management.

- Undertake assessments of Council's street trees and develop an annual schedule to coordinate the trimming, removal and planting;
- Coordinate maintenance and complete accomplishment reporting ensuring Council's compliance with relevant legislation and regulations at the following Council sites:
 - Playgrounds and play equipment;
 - Aerodrome and helipad.
- Monitor and control urban services expenditure and take appropriate corrective action to promptly address any variation from budget;
- In consultation with Council's Biosecurity Officer, develop the annual schedule for safe spraying of chemicals at Council's parks and gardens, grounds and sporting fields as required;
- Prepare estimates for and coordinate the completion of private works;
- Ensure Urban Services compliance with administration / maintenance activities and servicing on all Council plant, equipment and infrastructure is undertaken in accordance with Council policy including:
 - Timesheets;
 - Pre-starts and toolbox talks;
 - Plant sheets;
 - Risk assessments;
 - SWMS;
 - Cleaning;
 - Maintenance of vehicles and plant including greasing.

Organisation – Professional


- Contribute to reviews and status of the Community Strategic Plan and Delivery Program including the preparation and reporting on all relevant IP&R requirements;
- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;

- Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
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- Manage and develop staff through implementation of Council's human resource management systems, policies and procedures, including but not limited to: recruitment; performance management and conducting performance reviews and the promotion of learning and development;
 - Carry out and/or participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
 - Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
 - Assist with and/or lead contract and project management practices in line with Council's policies and delegations (i.e. Contract Superintendent accountabilities or reporting all information through to this role) in the engagement and management of external providers of professional and technical services, including all contractors of Council;
 - Assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals;
 - Comply with all Council's policies, procedures and Code of Conduct;
 - Complete other duties as directed by the nominated supervisor;
 - Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Director Engineering	Support, guidance and direction
Leadership Team	Support, guidance and direction
Manager Works	Supervisor - support, guidance, direction and mentoring
Engineering Supervisors	Colleagues – support, guidance and direction
Team Leader Urban Services	Direct report, support, guidance, direction and mentoring
Urban Services Team	Support, guidance, direction and mentoring
Engineering Works Team	Coordination of resources
People and Strategy Team	HR, WHS, IT, learning and development – support and guidance
Council Staff	Colleagues – support, guidance and direction
External	
Business Community, Community Members	Customer service and advice
Authorities and Government Departments	SafeWork – compliance

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Adept

PERSON SPECIFICATION

Essential

- Tertiary qualifications in Horticulture or relevant discipline;
- Demonstrated well developed strategic planning, organisational and project management skills;
- Demonstrated experience in coordinating the maintenance and management of urban services infrastructure;
- Demonstrated high level verbal and written communication skills and the ability to communicate effectively with a diverse range of people;
- SafeWork Construction Induction (White Card);
- RMS Traffic Controller Certification:
 - Prepare, Manage Work Zone Plans
- Class C (Standard) Drivers Licence.

Experience

- Extensive experience in coordinating the strategic direction, maintenance and management of Urban Services;
- Demonstrated experience in the effective supervision of staff and leading a team;
- Demonstrated knowledge and experience of WHS and environmental management principles.

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation
- Financial delegation as per Council's delegation register

EQUIPMENT REQUIRED FOR THE POSITION

- Vehicle allocated to the position (take home use with no private access);
- Mobile phone;
- Mobile tablet and cradle (fitted to vehicle).

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No