

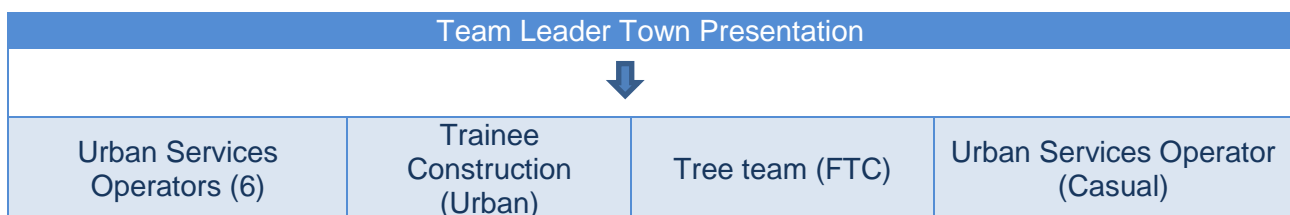
## Position Description

<b>Position Title</b>	<b>Team Leader Town Presentation</b>
Position Code	ENG080
Department	Engineering
Division	Town Presentation and Facilities
Reports To	Supervisor Urban Services
Direct Reports:	Multiple
Position Classification	Administration/Technical/Trades Band 2, Level 1
Position Status	Permanent, Full-time
Allowances	Level 1, Adverse Working Conditions Allowance

### SPECIAL CONDITIONS

This position will require the incumbent to be part of an ad-hoc, out of hours work 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 lead and coordinate the urban services team to undertake capital and maintenance tasks in relation to the Town Presentation of the Forbes Urban area.

The Team Leader Town Presentation is responsible for ensuring that work undertaken is consistent with established quality outcomes, safety protocols and in the delivery of Council's operation and delivery program.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Organise and carry out capital works, routine operation and maintenance work on all Urban Spaces within the Forbes urban area</i>	<i>70%</i>
<i>Administration including weekly maintenance and operational reporting, WHS including STAR Forms</i>	<i>15%</i>
<i>Professional development, mentoring and support of the urban services team</i>	<i>15%</i>

## **POSITION RESPONSIBILITIES**

- Apply specialist skills and knowledge to support the professional image of the Urban area located within the Forbes Shire;
- In collaboration with Supervisor Urban Spaces, create, implement, monitor and report on work schedules and programs;
- Coordinate Urban Services Team in collaboration with the Team Leader Irrigation and Sporting Fields to undertake the Capital and Maintenance activities within Council's Urban Spaces;
- Lead and coordinate Urban Services staff to undertake the maintenance and capital improvement schedule for all Urban Services activities. These include:
  - Urban parks and gardens;
  - Playgrounds and recreational areas;
  - Swimming pool and water playground;
  - Urban landscaping and maintenance;
  - Urban green spaces;
  - Lake Forbes foreshore; fountains and Aquatic Area;
  - Pruning, trimming, removal and planting of trees;
  - Mowing and slashing of urban reserves, town entrances and open spaces;
  - Reporting and rectification of vandalism;
  - Undertake safe needle handling as required;
  - Street litter bins, litter collection and graffiti removal;
  - Sculptures
  - Street trees
- Apply specialist knowledge in Urban Services, ensuring quality outcomes;
- In consultation with the Community and Tourism section, coordinate 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 waste and cleaning services;
  - Clean up and removal of rubbish;
  - Erect street banners;
  - Installation of Christmas lights, decorations and promotional materials;
  - Traffic management.
- Undertake tree maintenance activities to support Council's maintenance program;
- Ensure staff undertake the safe spraying of chemicals and comply with all storage and disposal requirements in accordance with regulatory standards;
- Responsible for the administration/maintenance activities and servicing on all Council plant, equipment and infrastructure is undertaken in accordance with Council Policy including:

- Timesheets
  - Pre-starts
  - STAR form (SWMS and Risk Assessment)
  - Plant Sheets
  - Operation of Irrigation and Turf machinery
  - Cleaning
- Maintenance Coordinate the urban services staff to undertake Waste duties including:
    - Repair vandalism and clean graffiti from Council assets;
    - Clean, empty and maintain bins in the CBD, Parks and Lake area;
    - Undertake safe needle handling as required.
  - When requested and required assist the Community and Tourism Team in support of Council's Events and Tourism activities






## Organisation – Operations

- 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.
- 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;
- Assess and improve work practices and procedures on a continuous basis to achieve Council's 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
<b>Internal</b>	
Supervisor Urban Services	Supervisor – Support, guidance and direction
Team Leader Irrigation and Sporting Fields	Colleague – Coordination of resources
Manager Town Presentation and Facilities	Support, guidance and direction
Director Engineering	Support, guidance and direction
Engineering Supervisors	Colleagues – Support, guidance and direction
Urban Services Team	Direct Report, Support, guidance, direction and mentoring
Engineering Works Team	Colleagues – Support, guidance and direction
People and Strategy Team	HR, WHS, IT Learning and Development – Support and guidance
Council Staff	Colleagues – Support, guidance and direction
<b>External</b>	
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	Intermediate
	Community and Customer Focus	Intermediate
	Works Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Adept
	Think and solve problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate



## PERSON SPECIFICATION

### Essential

- Certificate IV (minimum) qualifications in Horticulture or relevant discipline;
- Demonstrated well developed organisational and project management skills;
- Demonstrated experience in coordinating the maintenance and management of urban services infrastructure;
- Demonstrated well developed verbal and written communication skills and the ability to communicate effectively with a diverse range of people;
- C-Class Drivers Licence.

### Essential Tickets or ability to Obtain

- MR Licence (HR Licence desirable) Drivers Licence;
- WHS Construction Induction (White Card);
- Chemical Certification;
- Safework NSW – WHS Traffic Control Work:
  - Traffic Controller;
  - Implement.
- Sharps Training;
- Working Safely near Electrical Apparatus;
- Worker on Foot certification;
- Working at Heights;
- Elevated Work Platform certification;
- Hiab Certification;
- Internment of Ashes.

### Experience

- Demonstrated experience in the effective supervision of staff and leading a team;
- Demonstrated experience/accreditation in conducting Playground Inspections;
- 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 Councils delegation register

## EQUIPMENT REQUIRED FOR THE POSITION

- Vehicle allocated to the position, fitted with Odometer (No private access)
- Mobile Phone
- Mobile Tablet + 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:
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## 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