

## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Supervisor Parks	<b>Level</b>	6
<b>Business Unit</b>	Parks and Natural Environment	<b>Position Number</b>	00235,00236, 01619
<b>Directorate</b>	Infrastructure Services	<b>Date Effective</b>	February 2008
<b>Reporting to</b>	Coordinator Park Operations	<b>Date Updated</b>	November 2025

### 2. KEY OBJECTIVES

- Assist Coordinator Park Operations with the delivery of seasonal programs and annual maintenance activities to meet organisational and community requirements.
- Monitor plant and equipment, including the use of materials to achieve strategic goals.
- Coordinate and monitor employees and contractors in accordance with agreed performance targets, providing leadership plus fostering an environment of continuous improvement.
- Provide a high level of customer service to internal and external customers.
- Undertake financial and people management responsibilities.
- Promote a safe work environment.

### 3. KEY ACCOUNTABILITIES

- All work is undertaken to a high standard in accordance with the City's strategies, plans, protocols, procedures and adopted practices, budgets and relevant legislation.
- All work is undertaken in a productive and timely manner in accordance with the City's guidelines, specifications, ISO 9001, procedures and adopted practices.
- Plant and equipment is utilised effectively and well maintained.
- Traffic management operations are conducted safely and in accordance with the current Main Roads Code of Practice and Australian standards.
- Contracted work is undertaken in accordance with the contract and City's purchasing protocols.
- Financial management activities are undertaken in accordance with City procedures and processes.
- People management activities are undertaken in accordance with relevant legislative requirements and City protocols and procedures.
- Customer Service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

#### 4. **KEY ACTIVITIES**

##### **ACTIVITIES**

###### **Outcome: Service Delivery**

- Develop and implement maintenance programs and work schedules.
- Monitor contractor activities regularly to ensure compliance with contract specifications.
- Inspect landscaped facilities and public open spaces to identify work requirements, ensuring timely reporting to meet the City's standards.
- Create and distribute reactive work orders to relevant crews.
- Build and maintain collaborative relationships with key stakeholders.
- Coordinate toolbox meetings to promote communication and information sharing.
- Contribute to the preparation of the business unit's monthly report.
- Review, update and develop work instructions and procedures, actively supporting continuous improvement initiatives.
- Reading and interpreting landscape drawings.

###### **Outcome: People Management**

- Supervise employees and contractors effectively to ensure delivery of day-to-day maintenance requirements.
- Lead recruitment and selection process to align with corporate values.
- Set performance targets and development plans that foster an engaged workforce that is committed to grow and develop.
- Role model appropriate behaviour and provide ongoing supervision, guidance, coaching, on-the-job training and constructive feedback.
- Monitor and manage employee performance by delivering feedback in accordance with City protocols and procedures.
- Address employee issues in consultation with Human Resources.
- Coordinate and deliver corporate, safety and work schedule information during toolbox meetings.

###### **Outcome: Financial Management**

- Assist in preparing budgets for programs and services within areas of responsibility.
- Monitor expenditure, identify opportunities for cost savings and address overspends.
- Purchase goods and services, raise requisitions and receipt invoices.
- Arrange and evaluate quotes for contractor works, providing appropriate recommendations.

###### **Outcome: Customer Service**

- Deliver a high standard of customer service to employees, residents and ratepayers.
- Resolve issues and provide technical information and advice as required, ensuring a coordinated and professional approach.
- Ensure all advice and information is accurate, consistent and compliant with the City's protocols, procedures and relevant legislation.

###### **Outcome: Work Health and Safety**

- Promote a culture of strong WHS practices and ensure employees consistently work safely.
- Exercise duty of care by maintaining safe working conditions and practices to protect employees and minimise public risk.
- Ensure incidents, unsafe practices, accidents and/or injuries are accurately recorded and reported.
- Review WHS inspection reports and take prompt action with any required maintenance issues.
- Collaborate with WHS Representatives and the City's WHS Team to review and complete Accident/Incident/Hazard reports and take appropriate action.

- Work with Fleet Services to ensure all plant and equipment under your control is maintained in accordance with the City and manufacturer requirements.
- Ensure that field crews have the correct plant and equipment required to work safely.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

## **5. WORK RELATED REQUIREMENTS**

### **Essential Skills, Knowledge, Experience, Qualifications:**

#### **High Level Skills:**

- Report writing.
- Written and verbal communication.
- Influencing and interpersonal skills to positively manage and resolve issues.
- Planning, organising and problem solving.
- Organisational and time management.
- Computer literacy, including Microsoft Office.
- Leadership, coaching, feedback and people management.
- Reading and interpreting landscape drawings.

#### **Knowledge:**

- Horticultural and turf maintenance techniques, materials and equipment.
- WHS principles, practices and legislation.
- Traffic management requirements and Australian Standards.
- Budget preparation and monitoring.

#### **Demonstrated Experience:**

- People management.
- Working within a multidisciplinary team in a similar role.
- Public open space infrastructure, construction and maintenance practices.
- Developing and implementing maintenance schedules.
- Financial management and budget preparation.
- Contractor management.

#### **Qualifications / Clearances:**

- Tertiary qualifications in horticulture or a related discipline and/or equivalent experience.
- Relevant leadership qualifications and experience.
- Current WA 'C' Class Driver's License.
- Current Basic Worksite Traffic Management Certificate (or obtained within the first 3 months of appointment to position).
- Chainsaw Operators Certificate (or obtained within the first 3 months of appointment to position).
- Construction Safety Induction Card (White Card).

## **6. EXTENT OF AUTHORITY**

- Exercise a degree of autonomy but advice is available for complex matters.
- Set outcomes for subordinates.

- Establish work priorities and monitor workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents, and guidelines or instructions. Assistance is available when required.
- Required to exercise judgment and initiative where procedures, practices and direction are not clearly defined.

**7. WORKING RELATIONSHIPS**

**Level of Supervision:**

- Works under general direction.
- Supervise other employees.

**Internal:**

- Infrastructure Services.
- Human Resources.
- Financial Services.
- Other business units.

**External:**

- Residents, ratepayers and the general public.
- Contractors.
- Government authorities and agencies.

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	1
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