

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Supervisor Natural Environment	Level	6
Business Unit	Parks and Natural Environment	Position Number	00509
Directorate	Infrastructure Services	Date Established	August 2009
Reporting to	Coordinator Natural Environment	Date Updated	January 2025

2. KEY OBJECTIVES

- Supervise the delivery of natural environment maintenance activities and programs.
- Provide appropriate and timely advice on natural environment issues to internal and external stakeholders.
- Assist with the development and delivery of 5 year and annual Natural Areas Management Plans and capital works programs.
- Coordinate plant and equipment associated with natural environment service delivery activities.
- Undertake human resource and financial management responsibilities.
- Provide a high level of customer service to both internal and external customers.
- Promote a safe work environment.

3. KEY ACCOUNTABILITIES

- Ensure that Natural Areas services and programs are implemented in accordance with the City's strategies, plans, protocols, ISO 9001, procedures and adopted practices, budgets and relevant legislation.
- Ensure all plant and equipment under your control is maintained in accordance with City and manufacturer requirements.
- Ensure that Traffic Management operations are conducted safely and in accordance with the current Main Roads Code of Practice.
- Ensure all contracted work is undertaken in accordance with the contract and City's purchasing protocols.
- Ensure financial management activities are undertaken in accordance with City procedures and processes.
- Ensure 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

- Formulate maintenance programs and work schedules.
- Coordinate and monitor implementation of programs and schedules for cost effectiveness and agreed service delivery.
- Monitor and take action to ensure Capital Works projects are appropriately resourced, completed on time and within budget.
- Supervise employees and contractors to deliver day to day maintenance requirements of public open space in accordance with adopted service levels.
- Assess quotes against requirements and make appropriate recommendations.
- Administer the requisitioning and receipting of services in accordance with quotes.
- Monitor progress of works and provide assessment of completed works.
- Regularly monitor and audit the condition of natural environment.
- Investigate and action public queries and concerns relevant to natural environment.
- Create reactive work orders and distribute to relevant crews.
- Maintain cooperative and collaborative relationships with key stakeholders.
- Coordinate 'toolbox meetings' to ensure and promote communication and information sharing.
- Work with Fleet Services and Asset Management to ensure all plant and equipment is in safe condition.
- Contribute to the Parks and Natural Environment monthly report.
- Review, update and create workplace instructions and protocols.
- Actively contribute improvement suggestions for processes you use.
- Undertake and oversee the prompt reporting of identified works within the City (for your team and/or other teams) to meet the City's process requirements.

Outcome: People Management

- Responsible for recruitment and induction requirements.
- Assist Team Leader with setting performance targets and development plans for Natural Environment Field Technicians.
- Provide ongoing supervision, guidance, monitoring and appropriate feedback to employees as part of every-day employee management and in accordance with the City's Performance Appraisal System.
- Manage a range of employee issues in consultation with Human Resources.
- Provide leadership, coaching and on-the-job training.

Outcome: Contract and Financial Management

- In conjunction with the Coordinator Natural Environment develop the budget for programs and services within areas of responsibility, including budget requirements for new initiatives.
- Monitor the budget to maintain financial viability of programs and services.
- Purchase goods and services for operational requirements.
- Arrange quotations for works to be undertaken by consultants and contractors including preparation of tender documentation.
- Assess quotations against requirements and make appropriate recommendations.
- Undertake project management tasks including setting priorities, establishing objectives and milestones, estimate times and scheduling activities.
- Ensure the delivery of projects using internal resources or contractors in accordance with agreed scope, timeframes and budgets.
- Prepare specifications, contract documents and cost analysis.

ACTIVITIES

- Monitor actual spending against budget for assigned work to ensure budget requirements are met.

Outcome: Customer Service

- Resolve complaints and provide technical information and advice on behalf of Parks and Natural Environment Services to residents, community groups, government authorities and City Officers on relevant natural environment operational matters.
- Liaise with other members of Parks and Natural Environment as required ensuring a coordinated approach to all activities.

Outcome: Work Health and Safety

- Work in a safe manner that will not endanger the safety and health of yourself, other workers or members of the public.
- Ensure correct plant and equipment is provided to safely undertake assigned tasks.
- Report unsafe practices or hazards.
- Consult and cooperate with management on matters relating to workplace safety and health.
- 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 and Qualifications:

High level Skills:

- Written and verbal communication.
- Influencing and interpersonal to positively manage and resolve issues.
- Problem solving and conflict resolution.
- Organisational and time management, with proven ability to effectively coordinate programs, prioritise multiple tasks to meet deadlines and achieve desired outcomes.
- Computer literacy including Microsoft Office.

Sound Knowledge:

- Bush land rehabilitation methodology and bush land maintenance techniques.
- Native plants and exotic weeds of the Swan Coastal Plain.
- People management practices.
- Work Health and Safety legislation.
- Traffic management requirements and Australian Standards.
- Budget preparation and monitoring.
- Project management.
- Contract management.

Demonstrated Experience:

- Coordination of bush land programs, rehabilitation and maintenance.
- Developing and implementing maintenance schedules.
- Financial management, budget preparation and monitoring.
- Managing employees and contractors and their performance.

Qualifications/Clearances:

- Qualification in Landcare or Bush Land Regeneration or equivalent relevant experience.
- Certificate IV in Frontline Management or equivalent experience.
- Current Provide First Aid Certificate (HLTAID011).
- Construction Safety induction Card (White Card) or willingness to obtain within the first 3 months of appointment to position.
- Current Basic Worksite Traffic Management Certificate or willingness to obtain within the first 3 months of appointment to position.
- Current WA 'C' Class Driver's Licence
- Green Card (re: Phytophthora Dieback) or willingness to obtain within the first 3 months of appointment to position.
- Current National Police Certificate

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy but advice is available for complex matters.
- Establish work priorities and monitors workflow in areas of responsibility.
- Solutions to problems generally found in precedents, procedures or guidelines. Assistance is available.
- 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.

Internal:

- Parks and Natural Environment.
- Human Resources.
- Financial Services.
- Strategic and Organisational Development.
- Community Safety.

External:

- Bushland friends group members, residents, ratepayers and contractors.
- Relevant government authorities.
- Other local governments.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	1
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