



POSITION DESCRIPTION

SUPERVISOR PARKS AND RESERVES

POSITION DETAILS

Position No.	000636	Directorate	Engineering Services
Employment Status	Ongoing full-time	Location	Works Depot
Unit	Parks and Reserves	Classification	Technical Inspectorial Level 4

POSITION OBJECTIVE

- This position will have a strong emphasis on supporting the Coordinator Parks and Reserves to deliver high-quality services in the development, maintenance, and enhancement of parks, playgrounds, streetscapes, and natural areas. Foster a culture of safety, innovation, and continuous improvement through strategic leadership and effective resource management.

KEY FUNCTIONS AND RESPONSIBILITIES

Parks and Reserves Construction and Maintenance Activities

- Under the direction of the Parks and Reserves Coordinator, assist with the development and implementation of maintenance schedules and programs for the maintenance of Council's Parks and Reserves including but not limited to trees, tracks and trails, playgrounds and related infrastructure.
- Ensure all works are completed to an extremely high standard in accordance with developed plans, specifications, Australian Standards and documented service level agreements.
- Coordinate and supervise the Unit and external contractors to undertake and achieve all projects and annual programs.
- Write orders for approval, check accuracy of all invoices, check timesheet information is factual and correct and ensure all dockets related to work activities are collated and verified.
- Liaise with residents, other Works Department staff, Engineering Services Department, Consultants and Engineers contracted to Council, contractors and suppliers as required in any construction and maintenance activities.

- Evaluate current works methodologies and seek improvement and efficiencies where identified to ensure industry best practice standards are being met.

Team Leadership

- As part of the works programme, ensure that all works and sites are pre-checked and pre-planned and that the works are organised to maximise human resource and plant use efficiencies. This includes delegated responsibility to provide safe worksites for all major and minor projects and tasks.
- Develop and encourage a consultative culture where staff have input into maintenance and construction programs and schedules through regular tool box meetings.
- Supervise team members and worksites to ensure works are carried out in a timely, cost effective and efficient manner, and ensure accountability across the Parks and Reserves Unit.
- Assist the Parks and Reserves Co-ordinator in planning, scheduling, and monitoring of team work performance.
- Act as the first point of contact for the team in relation to advice and direction on general maintenance and construction activities.
- Provide input into training needs of team members.
- Undertake Parks and Reserves staff performance reviews and provide input into team development plans, and six monthly reviews of team plans in conjunction with the Parks and Reserves Coordinator.
- Undertake disciplinary measures in accordance with Council's Discipline Administrative Policy in line with delegated authority and position jurisdiction.

Work Health and Safety

- Ensure regular site inspections and audits are undertaken of Parks and Reserves worksites and projects to ensure safety compliance, provision of safe worksites, and that the quality of works being undertaken are to Council standard.
- Ensure all work is undertaken with compliance with WH&S policies and legislative requirements and due consideration to risk to staff, the public and Council
- Investigate incident reports within regulated timeframes and liaise with the WHS Advisor on workplace incidents.
- Ensure all team members are aware of the relevant Standard Operating Procedures for projects/tasks.

- In conjunction with the WHS Advisor and the Works Department Management Team, assist in the development and implementation of WHS policy and procedures relating to the Parks and Reserves operations, functions and plant.

General Duties

- Contribute to the efficient and cost-effective performance of Parks and Reserves crews, including input into budget development, monitoring, tracking and expenditure against allocations.
- Provide reports and data related to the activities of the Parks and Reserves unit as requested by the Parks and Reserves Co-ordinator.
- In conjunction with the Parks and Reserves Coordinator and Plant and Fleet Co-ordinator, provide input into plant and equipment replacement program
- Where available, a preparedness to attend and assist staff with after-hours emergencies and specialist advice is required. The provision of such advice and assistance may be initially undertaken by phone.
- Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

Authority and accountability: Employees at this level provide technical advice and direction to their team within the scope of the role and the delegations approved by Council.

Judgment and problem solving: Problems require assessment of a range of options having elements of complexity in reaching decisions. Assistance is also available from other senior members of the Works and Engineering Departments.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** – Works department management team and all staff.
2. **External** – Community, customers, contractors, consultants and suppliers.
3. **Direct Reports** - This role reports to the Coordinator Parks and Reserves and supervises General Reserves, Tree Maintenance and Tracks Maintenance staff.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Relevant tertiary or vocational qualifications in horticulture and turf management and extensive demonstrated relevant industry experience.
- Demonstrated ability to organise and prioritise work activities to achieve operational outcomes.
- Demonstrated experience in supervising, motivating and coaching a team of staff in the completion of operational projects.
- The ability to understand and track relevant budgets and monitor expenditure.
- A strong knowledge of and commitment to risk management and workplace safety requirements in a manual labour environment.
- Demonstrated experience in applying contemporary digital tools (e.g., GIS, asset management systems, scheduling software) to support operational planning and decision-making.
- A preparedness to keep abreast and embrace new technology and work methodologies related to horticultural construction and maintenance activities.

Licences

- A National Police check will be required for this position.
- An unrestricted Tasmanian manual driver's licence.
- White Card (Working Safely in the Construction Industry) or its equivalent.

Desirable

- First Aid Certificate.
- Chem cert accreditation.