

Park Maintainer (Nowra CBD Cleaning)

- **Salary:** \$845.70 to \$951.40, plus Adverse Working Conditions
- Allowance of \$14.20 per week, plus superannuation

Do you enjoy providing a service to the community and enjoy being around people?

Council is seeking the services of an experienced, customer focused person to provide maintenance and cleaning services to footpaths, streetscapes, parks and carparks within the Nowra CBD. The role will involve cleaning, property maintenance and litter collection.

To be successful in this role you will need:

- Certificate III in Horticulture or Arboriculture or Turf Management or Nursery Practice or Commercial Cleaning or equivalent qualification
- MR Licence or commitment to obtain MR Licence as soon as practicable
- Demonstrated experience in operating minor plant and light trucks pertaining to parks construction
- Demonstrated experience in maintenance, commercial / industrial cleaning.

Information packages are available on Councils website, or contact Leanne Richards on (02) 44293630. Enquiries: Ian Robertson – (02) 44293425. Reference: 51349e.

Applications Close: Monday 27th July 2015

08/07/2015

Dear Applicant

Park Maintainer

Thank you for your interest in the part-time Park Maintainer position, within the Parks and Facilities Unit.

To ensure your application is considered, **please complete the attached** "Claims Against Selection Criteria" form (attached) and provide enough information to demonstrate your ability to meet the ***Essential and Desirable*** criteria outlined in the job description, as well as a summary of your relevant experience that relates to the functional responsibilities.

The most suitable individual for the position will be decided on merit, relative to the selection criteria and the functional responsibilities of the position. Interviews will be conducted only with those applicants who demonstrate that they meet the essential selection criteria. Council welcomes applications from anyone who is suitably qualified for this position.

The completed "Applicants Claim Against Selection Criteria" form, together with the names of two contactable work related referees should be forwarded to the General Manager, Shoalhaven City Council, PO Box 42, Nowra NSW 2541, or via email council@shoalhaven.nsw.gov.au.

Shoalhaven City Council applies ecologically sustainable principles, and therefore requests applicants **do not** submit their applications in a bound plastic format, folders or covers. In this regard, submission of your application by email is preferred.

Applications for this position will close on Monday 27th July 2015.

If you need further information about this matter, please contact Ian Robertson – Team Coordinator Parks – (02) 44293425. Please quote Council's reference 51349E.

Yours faithfully

Ian Robertson
Team Coordinator Parks

Shoalhaven City Council

**Applicants Claim Against Selection Criteria
Park Maintainer
(51349e)**

Please also attach a current resume

Name	
Address and Daytime Contact Number	
Email address	
Formal Qualifications	
Referee 1	Name Company Title Phone
Referee 2	Name Company Title Phone

Please complete the following details:

- 1. Do you hold:**
 - a. NSW Workcover Induction Certificate (Whitecard)**
(or if stated above write "as above")

- 2. What type of Driver's licence do you hold?**

Licence Number and type _____

Please use additional pages if required

Criterion 1:

Please state your experience in the following:

(You may include: where, when, types of plant operated, types of jobs)

Operation of minor plant and light trucks:

Maintenance (including mowing, gardening etc):

Commercial and/or industrial cleaning:

Criterion 2:

Please refer to the Job Description – could you please list some experience you have had in previous roles that would be of benefit to performing this role?

Criterion 3:

Have you supervised staff before? Please give some details of this.

Criterion 4:

What do you think is good customer service? Can you give an example of where you have provided good customer service?

Criterion 5:

Please describe a time when you have had to use your communication skills to get a message across?

Criterion 6:

How do you ensure that the work you and your team have provided is of a high standard?



Shoalhaven City Council

Job Description

POSITION DETAILS			
Title:	Park Maintainer (CBD)	Grade:	6
Number:	P08078	Status:	Permanent Full Time 38 hr week
Group:	Assets & Works Group	Reports to:	Team Supervisor Parks North (P08287)
Section:	Works & Services Parks & Facilities		

PRIMARY PURPOSE OF THE POSITION

- To operate plant and/or light truck associated with Parks construction and/or maintenance, commercial / industrial cleaning and property maintenance works as directed by the Team Supervisor and/or Team Leader

SELECTION CRITERIA

Essential Qualifications, Licences and Experience

- School Certificate or equivalent.
- Certificate III in Horticulture or Arboriculture or Turf Management or Nursery Practice or Commercial Cleaning or equivalent.
- Current National WHS Construction Card (WorkCover).
- MR Licence or commitment to obtain MR Licence as soon as practicable as needed to meet operational requirements.

Essential Team Work and Customer Service Skills

- Ability to consult, share information and work collaboratively.
- Ability to demonstrate customer service values.
- Ability to work unsupervised and in a team environment.

Essential Technical Skills

- Demonstrated experience in operating minor plant and light trucks pertaining to parks construction and maintenance
- Demonstrated experience in commercial / industrial cleaning.
- Experience in supervising up to and including 2 staff (Employees, Contractors or combination).
- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within deadlines.

Desirable Criteria

- An understanding of the local government environment.
- Certificates, qualifications and licences relevant to work within the schedule of duties such as NSW Workcover Construction Induction Certificate (Greencard); Elevated Work Platform, Traffic Controller Certificate.

SCALE AND SCOPE OF INFLUENCE

- Exhibits positive behaviours by showing initiative, taking responsibility for own actions and referring issues of ethics and probity.
- Supports continuous improvement by identifying improvements to processes and practices and supporting change.
- Contributes to work area planning and prioritise workloads to meet deadlines.
- Impacts on the external image and perception of Council with regards to customer service and workplace behaviour.
- *Total Expenditure Control: Nil*
Positions Reporting Directly to this Position: Up to 2
Positions that Indirectly Report to this Position: Nil
Number of Contractors Managed: Up to 2
Annual Value of Contracts Managed: Nil

FUNCTIONAL RESPONSIBILITIES

Park Maintenance

- Undertake a variety of tasks such as landscaping installation, maintenance works, hand digging, mowing operations, tree pruning, park maintenance, irrigation systems maintenance and installation with the ability to work on above ground platforms and ladders, fencing and traffic control for various parks works
- Operate allocated plant such as but not limited to Truck, Tractor, Elevated Work Platform, Hydraulic Gang Mowers, Water Tankers, Herbicide Sprayers, Ride-on Mowers, Heavy Duty Chippers, hand tools and machines such as but not limited to mowers, chainsaws, hedge trimmers, pumps, brushcutters, herbicide spraying equipment, etc

Facility Maintenance

- General Industrial Cleaning
 - Perform commercial / industrial cleaning duties in all areas of Council's buildings both internal and external, using industrial and commercial cleaning equipment.
- Property Maintenance
 - Undertake commercial and industrial maintenance on air conditioning plant.
 - Conduct building maintenance, repair and improvements.
 - Hang wall fixtures, carry out gardening and other duties as required.
- Administration
 - Receive and issue goods at the loading dock and ensure all paperwork is completed and correct handling and distribution of goods

is carried out.

- Security
 - Carry out patrols of buildings at commencement and end of each shift, ensuring all doors are locked / unlocked and lights are on / off as required.
- Hygiene and Sanitation
 - Undertake hygiene and sanitation duties of all required areas as per work schedule.

General

- Manual Handling
 - Undertake the lifting and moving of furniture and equipment involved in setting up and dismantling for various functions for a range of customers.
 - Ensure knowledge and understanding of operating visual equipment that may be required to be used at such functions.
- Supervise up to two workers
- Supervision
 - Liaise with and advise contractors of their work requirements.
 - Ensure contractors comply with WHS standards and related Council policy and procedures.
 - Prioritise own work in order to meet deadlines.
- Work in a Team Environment
 - Accept responsibility for and co-ordinate own work area.
 - Work in a position of higher duties when required through mutual agreement.

1. Adding Value and Completing Position Responsibilities:

- Ensures that all communication provided is correct, factual, timely, customer-focused and in accordance with the relevant legislative requirements and Council procedures.
- Ensures the Supervisor or Coordinator is aware of difficult/sensitive issues which arise.
- Shares information within the work group to ensure others are kept informed of issues.

2. Achieving Internal and External Customer Focused Service:

- Ensures work and behaviour adds value to the business of Council, within area of responsibility and corporately.
- Makes recommendations on improving practices and procedures relevant to functional responsibilities.
- Behaves and works in a manner which demonstrates the Parks & Facilities team as a focused, professional and reliable service.

3. Working With External and Internal Policies, Systems, Processes and Equipment:

- Works with TRIM, MMS, Merit and other Council systems.

4. Communication and Relationships, Self and Team Development:

- Manages conflicts and differences and contributes to the resolution of

<p>problems, to maintain an effective working environment.</p> <ul style="list-style-type: none"> ▪ Works collaboratively and functions as an effective team member. ▪ Ensure knowledge of relevant legislation and Parks & Facilities maintenance trends are kept up to-date. ▪ Participates in the Employee Performance Review (EPR) and uses feedback to develop skills, behaviour and attitude.
<p>5. Contributing to Council's Long Term Financial Plan:</p> <ul style="list-style-type: none"> ▪ Ensures work is undertaken in a manner which is consistent with the budget and resources allocated. ▪ Provides recommendations on improving cost effectiveness within the Team.

OVERALL CORPORATE RESPONSIBILITIES

1.	To adhere to Council plans, policies, procedures and Code of Conduct.
2.	To understand, adhere and promote all Workplace Health and Safety policies and procedures.
3.	To understand, adhere and promote Council's Equal Employment Opportunities policies and procedures.
4.	To understand and respond to the needs of our customers in accordance with the relevant policies.
5.	To deliver functional responsibilities and service levels as required in the relevant operational plan.
6.	To work within budgets and achieve best value for money.
7.	To actively share information and knowledge on issues, training and better practice to relevant staff.
8.	To identify and initiate improvements of processes to maximise service delivery.
9.	To identify and minimise exposure to risk.
10.	To apply policy and guidelines without personal bias.
11.	To be involved in or provide feedback on corporate initiatives.
12.	To positively and proactively work with others across the organisation to deliver the outcomes.
13.	To provide advice to support others in decision making.
14.	To model Council's values.
15.	To create and contribute to a positive work environment within teams and the workplace.
16.	To undertake relevant training to improve performance and meet mandatory requirements.
17.	To keep abreast of and apply industry wide trends, better practice and innovation.
18.	Use Council's authorised recordkeeping system(s) to create, receive and capture corporate records relevant to the responsibilities of the position in accordance with Council's Records Management Policy.

WORK HEALTH & SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

In addition to the statements below, you are required to perform your duties

in accordance with this Job Description, Shoalhaven Council's Code of Conduct, WHS policies and procedures including statements within Council's WHS Authorities/Responsibilities/Accountabilities Policy.

Work Health and Safety (WHS)

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm
- Participate in development of safe work methods and risk assessments with your supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear personal protective equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans
- Report all hazards, near misses and damage to Shoalhaven City Council's property to the responsible Manager.

Certificates of Competency / Licences

- Where required for the position, either by legislation or through Shoalhaven City Council's policies and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.

Injury Management

- Report all injuries/illnesses to the responsible Manager immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager.

Equal Employment Opportunity (EEO)

- Work to the best of your ability and provide quality service to customers;
- Recognise the skills and talent of other staff members;
- Act to prevent bullying, harassment and discrimination against others in your workplace;
- Respect differences among your colleagues and customers such as cultural and social diversity;
- Treat people fairly - don't discriminate against, bully or harass them;
- Work in keeping with the Shoalhaven City Council's EEO management plan and other EEO policies.

CONDITIONS OF EMPLOYMENT / SPECIAL REQUIREMENTS

Award/Agreement

- Local Government State Award.
- Shoalhaven City Council Parks Operations Agreement.

Code of Conduct

- Employees are to comply with Council's Code of Conduct and Council policies at all times.

Regular Hours

- Hours of work to meet operational requirements or as adjusted in accordance with the provision of the award.
- This position operates on a fortnightly roster, allowing for one day off in a prescribed two-week period.

Entitlements

- Salary sacrifice options, 9 weeks paid maternity leave, long service leave entitlement after 5 years' service.

Work Context

- Use of computers, use of office / communication equipment, manual handling, travel may be required, smoke free work environment.
- Use of communication equipment.
- Ability to work anywhere within the Shoalhaven City.
- Must be willing to interchange duties with other staff when required. This may involve a transfer between teams and locations.
- May be required to work reasonable overtime.
- Maintain a fitness level required to perform manual handling skilled labouring tasks.
- Outdoor work in all weather conditions and in remote areas is required.
- May be required to work in unpleasant environments, confined spaces and noisy environments.
- May be required to handle hazardous substances (industrial and commercial).
- May be required to operate plant cleaning equipment.
- May be required to use protective clothing and equipment.

Pre-Employment Requirements

- Working with children clearance for any positions designated as child related employment by the NSW Office of the Children's Guardian.
- Pre-employment medical assessment.
- Proof of Australian residency/ citizenship/ work permit status.
- Pre-employment screening to meet the requirements of the Australian Standards in Employment Screening.

Employee's Name:	
Employee's Signature:	
Date:	