

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Municipal Supervisor	Designation & Classification Level	Level 4
Position No		Division	Community Services & Engagement
Business Unit	Council Services	Reports To	Council Services Coordinator
Location	Various	Date Created	June 2020
2. POSITION CONTEXT			
Position Summary/ Purpose	Maintaining safe and enjoyable recreational and leisure facilities within Council's parks, reserves, sports grounds, CBD's and the urban landscape. Operate and maintain Council plant in a professional and safe manner. Supervise, mentor and organise the Municipal staff and operations at a community level. Carry out all tasks as required by the Council Services Coordinator in a conscientious and efficient manner.		
3. KEY RESPONSIBILITIES			
1. General Works - Maintain and construct operations within Council reserves such as grass mowing, playground maintenance, sports ground maintenance, tree, shrub and garden planting & maintenance, including manual work and machinery operation. - Inspect structures and amenities and report any damage to the Council Services Coordinator promptly. - Assist with construction projects and major maintenance works as instructed. - Maintain presentation of open spaces, verges, drains etc., and keeping weed growth to a minimum. - Report daily to the Council Services Coordinator for instruction and inform of any operational matters. 2. Parks & Gardens Maintenance - Identify weeds and pests and use appropriate control methods i.e. through mechanical means or chemical control measures. - Ensure cultivated plants and lawns are fertilised and groomed to maintain acceptable presentation. - Identify reticulation problems with lawns and gardens promptly report them to Supervisor. Repair minor reticulation faults. 3. Waste Management - Organise, supervise and perform routine clean-up of Council facilities and infrastructure. - Organise, supervise and perform routine household waste collection. - Organise, supervise and collect all litter and hazardous material and dispose of in an appropriate manner. - Organise, supervise and perform maintenance of waste management facility. - Operate, maintain and supervise the use of Council vehicles and plant as authorised in Council's day to day operations in a safe and efficient manner. - Organise and ensure all loads carried by vehicles are secure and covered to prevent items/materials dislodging. - Drive and operate vehicles in a safe, efficient and effective manner at all times ensuring the safety and comfort of all passengers. - Organise regular vehicle cleaning to ensure that the cabin and body of the vehicle is maintained in a clean and tidy condition. 4. Vehicle Administration - Ensure all necessary paper work is completed correctly and promptly. - Supervise daily inspections of the vehicle. - Ensure that the mechanical workshop is notified of any damage/defect to the vehicle immediately.			

5. Operation & Maintenance of RGRC Equipment

- Operate and maintain, and organise/supervise staff to operate and maintain, ride-on mowers, push mowers, whipper snippers, brush-cutters, power brooms, petrol driven chainsaws and associated equipment and vehicles.
- Use, organise and supervise staff in the use of small hand tools and simple work appliances common to the horticultural industry.
- Supervise and ensure staff understand the requirements of basic maintenance and cleaning of work equipment and work areas.

6. Physical Requirements

- Fitness level and agility to operate the following plant and equipment as required for the position:
 - Whipper snipper.
 - Push mowers.
 - Ride on mower.
 - Lawn edger.
 - Leaf blower.
 - Hand tools (includes shovel, fork, mattock, rake and similar).

7. Administration

- Organise, supervise staff in completing occurrence reports (for accidents/incidents) and hazard reports in a timely manner in accordance with Council's determinations, business rules, procedures and practices.
- Supervise staff to complete and submit time and attendance records, leave and higher duty applications to the Payroll Dept. in accordance with Council's business rules, procedures and practices, within specified timeframes for each pay period.

8. Other Duties & Responsibilities

- Be responsible for and guide staff in promoting positive and courteous dealings with all Council staff, the public and other stakeholders.
- Carry out duties, and, through supervision, ensure staff carry out duties, in accordance with relevant legislation and management plans for the areas maintained.
- Observe and implement as appropriate all Council policies and procedures including Code of Conduct, EEO and WH&S.
- Exhibit an excellent attendance record, including being punctual, be able to work unsupervised, and remain self-motivated, and productive (efficient / effective) in accordance with Council's / managements priorities.
- Plan resources, tools, equipment, and machinery needed for a task.
- Ability to spray / spread pesticides, herbicides, fertilisers, fungicides and other chemicals safely and to supervise staff in the same responsibilities.

9. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
 - Ideas which may improve health and safety
 - Any work related or personal injury or illness (where it may affect their ability to work safely)
 - Any work-related incident they witness, including bullying and harassment
 - Hazards and incidents including any malfunction or inadequacies of equipment
 - Correct minor hazards as applicable

4. SELECTION CRITERIA

ESSENTIAL

1. Experience with the use and maintenance of various types of equipment associated with parks and gardens maintenance.
2. Good numeracy and literacy skills to School Certificate Level.
3. Ability to maintain a level of health and fitness to carry out physical requirements of the role.
4. Ability to communicate with the public in a courteous manner.
5. Good interpersonal skills with the ability to work in a team environment.
6. Ability to work efficiently with minimal supervision.
7. This position requires a person who has the ability to prioritise competing demands and meet deadlines as set by the Works Supervisors. Good physical fitness is important as the person is required to carry out manual labouring tasks.
8. A high standard of service is necessary as the person is required to take appropriate action in response to a variety of internal and external demands. Good listening and communication skills are essential to ensure directions and instructions are carried out safely, promptly and accurately.
9. The position is expected to work in an outdoor environment under varying weather conditions at various sites within the Council.
10. Provide current First Aid Certificate and/or willingness to participate in relevant training.
11. Able to meet the inherent requirements of the position both physically and mentally.

DESIRABLE

1. Experience in a Local Government environment.
2. Experience in living in remote/isolated communities.

MANDATORY REQUIREMENTS

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Current Northern Territory "C" Class Drivers Licence with manual driving capacity.
4. Current Working with Children Clearance (OCHRE Card) required at the commencement of employment or a current receipt of an application for an exemption to be approved by SAFE NT.
5. Provide evidence of COVID-19 Vaccinations.

5. ACKNOWLEDGEMENT

GENERAL MANAGER		Date Approved:	Signature:
Employee Name		Date:	Signature: