

Position Description

Leading Hand – Urban Maintenance

Directorate	Technical Services
Location	Bland Shire Depot, Chauvel Street, West Wyalong
Classification/Grade/Band	Grade 8
Position Code	4145 – 38 hour week
Date Position approved	1 November 2011

Primary purpose of the position

To lead staff to ensure the provision of quality service in the establishment and maintenance of parks, gardens and sporting fields throughout the Bland Shire.

Key accountabilities

Within the area of responsibility, this role is required to:

- Actively contribute to the team within the Directorate, promote best practice and maintain professional standards and integrity.
- Supervising and leading plant operators, trainees and construction workers to deliver effective project outcomes.
- Contributing to the on-the-job decision making to provide smooth flowing tasks and increased efficiencies.
- Perform a variety of tasks in all parks, gardens and sporting fields to facilitate the effective and efficient upkeep of Council's assets.
- Assist in the setting out of projects and site establishment to ensure industry standards are consistently upheld and staff and the community are protected.
- Develop and review Safe Work Method Statements and train staff accordingly improving levels of compliance.
- Operate and maintain allocated plant and equipment in accordance with Council's plant maintenance schedule and the manufacturer's recommendations increasing productivity.
- Undertake traffic control and implement traffic control plans to support the effective operation of the Council.
- Maintain playground equipment and undertake risk management inspections ensuring compliance with agency standards.
- Ensure chemicals are handled and stored in accordance with the manufacturer's and health and safety specifications, including requesting MSDS or other relevant documentation at time of supply or delivery.
- Assist Management with staff performance, development reviews, ensuring staff meet goals and agreed outcomes.
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS Responsibilities:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

Key internal relationships

Who	Why
Team members	Collaborate on maintenance and development of parks, gardens and sporting fields Negotiate task priorities Ensure safety and quality standards are met
Foreman Urban	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times
Contractors	Negotiate task priorities Ensure safety and quality standards are met

Selection requirements

Criteria:
Essential Criteria:
Certificate III in Horticulture or similar qualification or relevant experience
Current Medium Rigid 'MR' Driver Licence
WHS Construction Induction (White) Card
Current AQF3 Chemical Accreditation
SafeWork NSW Traffic Control Work Training Card, specifically Traffic Controller (TCR) and Traffic Management Implementer (IMP)
WHS and EEO
Sound understanding of and commitment to EEO and WHS principles and practices

Key Physical Requirements *(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)*

Never Sitting	Frequent Bending spine/hip
Constant walking, Constant Standing	Frequent Working above shoulder height
Occasional Stairs, Occasional Squatting	Frequent reaching forwards
Occasional Kneeling	Constant gripping/grabbing
Occasional Fine hand coordination	Frequent pushing


Immunisation Requirements

This position has been identified by Bland Shire Council's Work Health and Safety Committee as being at high risk of coming into contact with potential sources of infection as part of the normal duties. Therefore, under Council's Staff Vaccination Policy it is required as a condition of employment that position holders are immunised against Hepatitis A and B to protect them against possible exposure to these viruses. This process must be initiated within 1 month of employment with immunity gained within 6 months of employment to retain the position.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

Core Capabilities

- **Demonstrate Accountability:** Take responsibility for own actions, commit to safety, and act in line with legislation and policy.
- **Work Collaboratively:** Be respectful, inclusive and reliable team member, collaborate with others and value diversity.
- **Think and Solve Problems:** Think, analyse and consider the broader context to develop practical solutions.
- **Assets and Tools:** Use, allocate and maintain work tools appropriately and manage community assets responsibly.
- **Optimise Workforce Contribution:** Hire and deploy people effectively and apply sound workforce planning principles.