

- 1. Title: Coordinator Parks and Operations**
- 2. Level: LGIA L7**
- 3. Department: Engineering Services (Parks and Operations Branch)**
- 4. Position Objectives**

-) To assist the Manager Parks and Operations to supervise and coordinate Council's district parks and operational type works.
-) To assist the Manager Parks and Operations in ensuring the efficient and timely delivery of service and capital projects.
-) To supervise, manage and guide the Works Staff in the investigation and resolution of customer request including the delivery of the annual parks and operations program.
-) To proactively find and rectify issues requiring attention in areas of responsibility.
-) To liaise with Manager Parks and Operations, council staff and public.
-) To Act as Manager Parks and Operations when required

5. Key Responsibilities

-) Supervises the maintenance of parks, gardens and street trees implementation of the Street Tree Masterplan as part of annual planting.
-) Liaise and work in collaboration with Coordinator Environmental Projects in the management of Natural Areas and delivery of projects
-) Monitors productivity of labour and plant and makes appropriate recommendations as required.
-) Organizing yearly depot fleet & small plant maintenance and replacement program.
-) Monitors expenditure of funds against budget.
-) Monitors work practices to ensure safety of employees and compliance with occupational health and safety legislation. With regard to safety:
 - o Conduct and prepare minutes to fortnightly toolbox meetings
 - o Reports any unsafe conditions or incidents that occur;
 - o Takes steps to address safety issues.
-) Liaises with contractors / residents involved in footpath and crossover construction, Street Trees and Gardens and other contracted works ensuring safe work practices and timely delivery of service.
-) Monitors daily timesheets for employees for efficiency and productivity and makes recommendations. Enters daily timesheets for all depot staff & responsible for fortnightly pay time slips
-) Liaises with other departments, developers/builders, public utilities and the public.
-) Responsible for ordering and maintaining all stock in regards to commercial & residential waste collection bins and bin parts.
-) Responsible for keeping all depot staff training up to date

POSITION DESCRIPTION – COORDINATOR PARKS AND OPERATIONS

-) Be part of the on-call roster
-) Attends to call out after working hours as requested.
-) Works under limited supervision and makes operational decisions within Council's policies.
 - o Carries out any other duties as directed by Manager Parks and Operations.
 - o Responds to and resolves all complaints and enquires.
-) Water testing

6. Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position.

6.1 Essential

-) **Qualifications and Licences** - Relevant qualification in horticulture or extensive industry experience and current C Class drivers License
-) **Technical Experience and Knowledge** - Demonstrated experience and in depth understanding in the maintenance of public open spaces (parks and playgrounds), street trees and gardens, Occupational Health and Safety Regulations including good working knowledge of Council operations and general procedures (procurement policies etc.)
-) **Project Management** - Demonstrated experience and understanding of project management to ensure that works are delivered to the benchmarked quality standards, on time, to scope and within allocated budget
-) **Customer Service** - Well developed interpersonal skills that will contribute towards managing and delivering customer expectations including negotiating satisfactory outcomes in intense situations;
-) **People Management** - Evidence of extensive staff management experience and skills with the ability to develop a positive work culture, resolve conflict, manage staff expectations and establish a high performing team motivated towards achieving good results;
-) **Organizational Skills** – Self managing individual oriented towards best outcomes that can work under limited supervision with demonstrated time management skills and the ability to prioritise competing task to ensure that the section's capital and operational works program are delivered on time;

6.2 Desirable

-) Working knowledge of Local Government Industry Award conditions.
-) Local Government experience in a similar role
-) Arborist qualifications will be highly regarded
-) Current HR Class Driver's Licence

7. Requirements of the Job

7.1 Skills

-) Project Management
-) Well developed interpersonal skills;
-) Time and staff management skills;
-) Organization ability;
-) Ability to exercise initiative and make decisions under limited guidance.
-) Be able to interpret technical drawings and plans and make assessments thereon.

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7.2 Knowledge

-)] Understanding of project management principles
-)] Knowledge of Occupational Health and Safety Regulations; and
-)] Good working knowledge of Council operations and general procedures; and
-)] Working knowledge of Local Government Industry Award conditions.

7.3 Experience

-)] Extensive experience in district maintenance;
-)] Horticultural Installations and maintenance experience
-)] Leadership/supervisory experience.
-)] Coastal vegetation and rehabilitation.

7.4 Qualifications and/or Training

-)] Significant relevant experience in a supervisory role;
-)] Relevant qualification or extensive industry experience; and
-)] Current C Class drivers licence.

8. Organisational Relationships

(a) **Responsible to:**

Manager Parks and Operations

(b) **Supervision of:**

4 x Horticulture Staff, 2 x Natural Areas Staff and contractors.

(c) **Internal and External Liaison:**

Manager Parks and Operations;
Engineering Services staff;
Other Council departments;
Subcontractors;
Public utilities;
Cottesloe residents;
Registered Training Organisations and
General public.

9. Extent of Authority

This position operates with a degree of autonomy as follows, under general direction of Manager Parks and Operations, within the statutory obligations of all relevant legislation, and Council established policies and procedures.

-)] Implement and enforce Council's policies where applicable.
-)] On site decisions on budgeted works in progress and within guidelines.
-)] Take charge of minor maintenance functions.
-)] Act for Manager Parks and Operations as required.

This position is required to exercise initiative, judgment and make decisions within established procedures and guidelines.

10. Appointment Conditions

-) *Local Government Industry (WA) Award 2020*; and
-) Town of Cottesloe Enterprise Bargaining Agreement 2019.

Prepared by: Director Engineering Services
Manager Parks and Operations
Coordinator Human Resources

Supervisor: Manager Parks and Operations

Date prepared: 01 May 2019

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Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Manager Parks and Operations

Signed: _____ Date: _____
Director Engineering Services