

# Position Description



Town of Cottesloe

<b>Title:</b>	Leading Hand - <i>Mowing</i>
<b>Level:</b>	TOC Level 5
<b>Directorate:</b>	Engineering Services
<b>Department</b>	Parks and Operations

## 1. Position Objectives

- Carries out duties as instructed by the Coordinator Works
- Supervises the Mowing team
- To liaise with Coordinator Works, council staff and public.
- Implement and enforce Council's policies, where applicable.

## 2. Key Responsibilities

### 2.1 Leading Hand

- Responsible for the supervision of the Mowing team.
- Work under limited supervision.
- Liaise with the Coordinator Works to plan and then assign tasks to the Mowing team.
- Ensure tasks are carried out in a timely and efficient manner.
- Carries out quality control of works including safety management and compliance.
- Identifies necessary works and instigates remedial works.
- Ensures Council vehicles and machinery are maintained and used correctly and efficiently.
- Liaises with other departments, developers/builders, public utilities and the public.
- Undertake the duties of the on-call rosters.
- Any other reasonable tasks as assigned by management.

### 2.2 Work Health and Safety

- Ensures safe working practices are adhered to at all times.
- Applies the requirements of Work Health and Safety regulations.
- Monitors work practices to ensure safety of employees and compliance with occupational health and safety legislation.
- Takes reasonable care to ensure own safety and health at work;
- Avoids adversely affecting the safety and health of any other person;
- Reports any unsafe conditions or incidents that occur;
- Takes steps to address safety issues.

### 2.3 Accountability

- Active participation, professional cooperation and collaboration with internal and external stakeholders
- Adherence to and demonstration of the values and behaviours as defined in the Town of Cottesloe Code of Conduct for Employees (2021)

- Works with and (where required) negotiates with customers, both internal and external towards amicable outcomes, achieving levels of service within the Town's Customer Service Charter

### 3. Selection Criteria

#### 3.1 Essential

- Qualifications and/or experience in turf management; Current
- (minimum) MR Licence /HR preferred;
- Sound interpersonal skills;
- Time and personnel management skills;
- Sound organisational ability;
- Knowledge of Work Health and Safety Regulations and site safety procedures; and
- Highly developed problem solving skills and ability to think laterally.
- Current Australian Working Rights
- Current National Police Clearance (or ability to obtain)
- Willingness to under-go a Pre-employment Medical (as required)

#### 3.2 Desirable

- Previous supervisory experience
- A strong commitment to service
- Confidence to liaise with the public, contractors and Council staff
- Good working knowledge of Council operations and general procedures;
- Working knowledge of Local Government Industry Award conditions;
- Horticultural installations and maintenance experience;
- Leadership/supervisory experience;
- Coastal vegetation and rehabilitation
- Flexibility; and
- Experience in grounds maintenance

### 4. Organisational Relationships

(a) **Responsible to:**

Coordinator Works (Supervisor)  
 Manager Parks and Operations  
 Director Engineering Services  
 Chief Executive Officer

(b) **Supervision of:**

Mowing Team Member (1.0 FTE)

(c) **Key Stakeholders:**

Internal: Engineering Services staff  
 Council Staff;  
 External: Town Residents,  
 Public utility providers,  
 Registered Training Organisations; and  
 General public.

## 5. Extent of Authority

This position operates with a degree of autonomy as follows, under general direction of the Director Engineering Services, within the statutory obligations of all relevant legislation, and Council established policies and procedures. This position is required to exercise initiative, judgment and make decisions within established procedures and guidelines.

## 6. Appointment Conditions

- *The Town of Cottesloe Enterprise Bargaining Agreement 2022.*

**Prepared by:** Director Engineering Services  
Manager Parks and Operations  
Manager People and Culture  
**Supervisor:** Coordinator Parks and Operations  
**Date reviewed:** 21 January 2025

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

