



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

4. Position Objectives

-) To assist the Manager Parks and Operations to supervise and control Council's district works.
-) To assist the Manager Parks and Operations in ensuring the efficient and timely delivery of service.
-) To direct and guide the Works Staff, to receive, investigate and resolve complaints and enquiries.
-) 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 with Coordinator Environmental Projects in the management of Natural Areas
-) 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
-) Be part of the on-call roster
-) Attends to call out after working hours as requested.

POSITION DESCRIPTION – COORDINATOR PARKS AND OPERATIONS

-)] 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

-)] Relevant qualification or extensive industry experience
-)] Current C Class Driver's Licence;
-)] Demonstrated experience in a the of maintenance of public open spaces (parks), street trees and gardens;
-)] Demonstrated understanding of project management
-)] Well developed interpersonal skills;
-)] Evidence of extensive staff management experience and skills;
-)] Evidence of time management and organizational ability;
-)] Knowledge of Occupational Health and Safety Regulations.
-)] Good working knowledge of Council operations and general procedures; and

6.2 Desirable

-)] Working knowledge of Local Government Industry Award conditions.
-)] 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.

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 Driver's Licence.

8. Organisational Relationships

- (a) **Responsible to:**
Manager Parks and Operations

- (b) **Supervision of:**
Works staff, Carpenter and Reticulation officer 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 Engineering Services, 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 Works Supervisor 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.

POSITION DESCRIPTION – COORDINATOR PARKS AND OPERATIONS

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: _____
Director Engineering Services

Signed: _____ Date: _____
Chief Executive Officer