

## POSITION DESCRIPTION

Team Leader Parks Sports fields and Open Spaces

<b>Directorate:</b>	City Operations	<b>Department:</b>	Parks, Sports fields and Open Spaces
<b>Position Grade:</b>	10	<b>Reports to:</b>	Parks Coordinator
<b>Last review:</b>	March 2023	<b>Next review:</b>	April 2025
		<b>Version No.:</b>	3.0

### Position purpose:

Assisting the Coordinator(s) to plan, direct and coordinate the team in the delivery of their duties relating to ground work. To ensure that all work is carried out in accordance with Council's Policies, procedures and specifications along with the requirements by the Coordinator(s).

### Key accountabilities/responsibilities:

Responsible for:

- 1) Liaising daily with the City Operations Parks Coordinators, providing information of progress on projects, the resources required to carry out the day to day activities of the team and to carry out any task or duties as directed by the Coordinator.
- 2) To select / organise the required plant and materials on specific work and to utilise these items effectively and efficiently.
- 3) Ensure regular audit and maintenance of all managed plant, vehicles and equipment and that they are always kept in a serviceable and safe working condition. Ensuring all team members inducted are suitably qualified to carry out the necessary tasks and are aware of the process for reporting damaged, lost or stolen plant and equipment.
- 4) Identify possible Risks and/or Hazards with all works carried out in accordance with the Workplace Health and Safety act and the relevant legislation and Liverpool City Council safety procedures.
- 5) Encouraging, promoting, and enforcing safe work practices to maintain safe work sites and to work in a team environment that encourages team development and participation by communicating with colleagues, sharing skills and knowledge.
- 6) Implementing effective record management in relation to on-groundwork. Submission of all relevant documentation including but not limited to; daily work sheets, plant inspection sheets, external supplier invoices. All documentation to be accurately completed and handed in at the end of each work cycle or as required by the coordinator.
- 7) Coordinating the Parks Team in the delivery of their duties whilst ensuring that all work conducted is in line with Operational Maintenance standards (in lieu of Industry Standards), environmental guidelines and within the specified time frame.
- 8) Supervising the work of team members as well as motivating and inspiring the team to optimise the delivery of outcomes
- 9) Carrying out all works as directed by the Coordinator in an effective and efficient manner including but not be limited to:
  - a. Tree planting
  - b. Weed removal and control
  - c. Herbicide application
  - d. Rubbish removal

- g. Watering (when required)
- h. Mulching (when required)
- i. Mowing, Edging, Hedging, Brush cutting and Line Trimming

**Decisions made in the position:**

- 1) Prioritise work to maximise best use of Council resources, complete projects and requests and to minimise the level of risk for Council.
- 2) Decisions made in line with Council's policies and procedures
- 3) To organise staff for specific projects and or tasks as required and to ensure the delivery of programmed work in a time efficient manner
- 4) Undertake all work allocated by the Coordinator in a safe, efficient and effective manner
- 5) Ensure all plant, vehicles and materials managed by the team leader are used in line with the manufacturers recommended use.
- 6) Signing off on store requisitions for internal purchase of personal protective clothing and material for themselves and direct reporting team members.

**Decisions referred:**

- 1) Financial / budget expenditure (exception for internal stores requisition)
- 2) Tasks outside the scope of the position
- 3) Any decision that is outside of the scope of the employee's work.
- 4) Providing recommendations to the Coordinator on ways to improve site management as well as methods of work/machinery that may beneficial the program.

**Key issues/challenges:**

- 1) Providing high-quality service with limited resources
- 2) Completion of tasks and documentation within specified timeframes and budgets.
- 3) Strengthen a highly effective and harmonious team, whilst contributing to the development of a team approach in the delivery of Council services.
- 4) Ensuring a safe and non-hazardous working environment for all Council employees and the community.
- 5) Participating as an effective member of the team and where appropriate provide leadership and supervision.
- 6) Understanding, establishing, and assisting with the delivery of key priorities in the context of the team outcomes
- 7) Coordinating and setting priorities
- 8) Being flexible and able to adapt to and accommodate changes to work priorities

**Key working relationships:**

- Team Members.
- Managers & Coordinators
- Other staff members of Council
- Community / Residents
- Contractors

## POSITION SPECIFICATION

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.**

### ESSENTIAL CRITERIA

#### Qualifications/Licences

- Current MR Drivers License (Minimum)
- General Construction WHS Induction (White Card)
- Horticultural, Arboriculture and or Green keeping qualifications or relevant experience.
- Chainsaw operation or willing to obtain certification.

#### Experience

- Demonstrated ability to lead a maintenance team with skills in conflict resolution and time management.
- Demonstrated ability to work as a team member.
- General understanding and proficiency in Parks maintenance, including but not limited to, park furniture installation/removal, waste collection, irrigation repair and installation, garden maintenance and mowing of both passive parks and sports fields.
- General understanding in the operation of small plant and equipment.
- Demonstrated written and oral skills along with a competent level of knowledge in computers and their applications.
- Providing a high-quality service with limited resources & supervision.
- Experience in keeping accurate records.

#### Knowledge and Skills

- General vehicle and plant maintenance principles.
- Ability to identify hazardous situations and or potential health and safety issues and take appropriate action.
- Identification and safe handling of Hazardous materials
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice, and multi-cultural diversity
- The understanding of Liverpool City Council Risk Assessments, SWMS and SOP's and the ability to contribute to their development and review.
- An understanding of the seasonal changes in a maintenance program and the ability to plan work accordingly

### DESIRABLE CRITERIA

#### Qualifications/Licenses/Experience/Knowledge and Skills

- Ability to critically examine and accurately record information.
- Ability to work flexible hours.
- Tickets and or deemed competent in the following, Traffic control, Skid steer excavator operations, front end loader operations.

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**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**