

LANDSCAPE AND PLAYSPLACE OFFICER

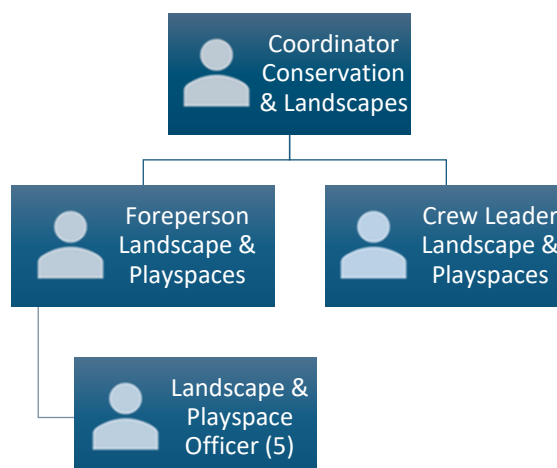
Position Number:	Various
Banding/Remuneration:	Band 3
Division/Branch:	City Services / Horticulture Services
Reports To:	Landscape and Playspace Team Leader
Date Approved:	November 2024

Position Objectives:

To deliver best practice proactive and reactive maintenance of Council's Landscape & Playspace assets working within a collaborative team-based environment.

This position provides timely, excellent customer service to internal and external customers, stakeholders, and agencies which prides itself on delivering best value outcomes for the Community.

Team Structure:



Key Responsibility Areas:

Service Standards

- Install and maintain a range of landscape assets including but not inclusive to minor landscaping, unsealed path construction, nature strip reinstatements, timber fencing and bollard installations
- Playspace safety inspections, maintenance, and repairs
- Understand and work within routine maintenance schedules to achieve target performance standards
- Maintain a high level of customer service in a manner consistent with Council's policies and procedures
- Work cooperatively with team members, stakeholders and contractors

Recording and Reporting

- Utilise Council's corporate systems to record, manage and distribute correspondence, customer requests and works within areas of responsibility

Occupational Health and Safety

- Ensure relevant OH&S and Chain of Responsibility policies, procedures and prevention measures are consistently adhered to in your duties and within the team
- Ensure all PPE is utilised relevant to the task and appropriate attire is worn for the position
- Ensure hazards, incidents, near misses and injuries are reported immediately
- Application of traffic management and control procedures for worksite maintenance activities in accordance with road traffic and signage laws

Accountability and Extent of Authority:

- Accountable for quality and quantity of work performed within the constraints of available resources and timeframes
- Oversee other staff as required to perform maintenance activities where specialised qualification, skills and experience are of benefit to perform maintenance tasks
- Operation and minor maintenance of equipment
- Consult with direct People Leader prior to, during and following works by a regular reporting mechanism. to ensure adherence to work programs
- Actively participate within the organisation, appreciating the long-term goals of the wider organisation
- Participate in self-development opportunities provided by council
- Commitment to keep informed of new technology in the Horticultural Industry and other aspects relating to this position
- Adherence to all requirements set out in Key Responsibility Areas
- Ability and willingness to complete other duties as required

Judgement and Decision Making:

- Prioritise and carry out work within the parameters of work programs consistent with qualifications and experience to solve problems that meet service level standards
- Demonstrate problem-solving skills to achieve personal and teamwork targets

- Make recommendations to all aspects related to the operational needs for the position, which would improve work efficiency
- Clarification or advice is sought from People Leader where situations are beyond the normal level of authority, qualification, or skill level appropriate for this position

Specialist Knowledge and Skills:

- Proficiency in the operation of more complex equipment or knowledge of the use of plant which requires the exercise of judgement and adaptation such as skid steer and front-end loader, chain
- saws, vibrating plates, power tools and their basic routine maintenance
- Basic carpentry trade skills & proficiency in the use of hand tools
- Practical knowledge and experience in Landscaping

Interpersonal Skills:

- Ability to work through and solve problems by discussion and negotiation within a set timeframe both internally & externally of a routine nature
- Be flexible and responsive in a team-based & customer focused environment
- Excellent communication skills to successfully foster relationships within the workplace

Qualifications and Experience:

- Current manual Victorian drivers' license
- Certificate III in Landscaping/construction or some experience in Landscape maintenance & use of relevant equipment
- Roadside Traffic Management training or an ability follow instructions prior to completion of a recognised industry course
- Current Medium Rigid Victorian driver's licence or willingness to attain prior to commencement
- Skid steer loader license or willingness to obtain within the first 6 months of employment
- Understanding the requirements in providing safe playground facilities and relevant inspection training or willingness to obtain within the first 6 months of employment
- First Aid Level 1 (desirable)
- Level 1 Chainsaw certificate (desirable)
- Spotter / No Go Zone (desirable)
- Underground service detection (desirable)

Key Selection Criteria:

- Relevant Qualifications and Experience in landscaping
- Commitment to excellence in Customer service delivery
- Effective communication both internally and externally
- Willingness to work within a team-based environment

Organisational Context:

The City of Monash has a growing, passionate and cosmopolitan population estimated around 193,000 residents (2021). We are one of Victoria's leading Councils, serving a large well-established community with very highly skilled and well-educated population. Monash is a proud multicultural community with almost half of our community born overseas and coming from more than 106 countries.

These key directions are driven by a commitment to a sustainable city, inclusive services, enhanced places and good governance, across five (5) Divisions:

- Executive
- City Development
- City Services
- Corporate Services
- Community Services

Our Vision: "To be the most liveable city in Victoria"

Our Mission: "Make a difference through commitment, leadership and expertise."

Our Values:

- **Accountability**
We are responsible for our actions and behaviours every day.
- **Respect**
We value diversity and appreciate others.
- **Teamwork**
We work collaboratively to achieve shared goals.

Monash Council is committed to be a **flexible, safe, equal, and inclusive workplace** where we embrace and support diversity.

We are committed to being a child safe organisation and have zero tolerance to child abuse.