

# POSITION DESCRIPTION



## TITLE: PARKS MAINTENANCE OFFICER – FIXED TERM

**Position Number:** T232016

**Banding/Remuneration:** Band 3

**Division/Branch:** City Services / Horticultural Services

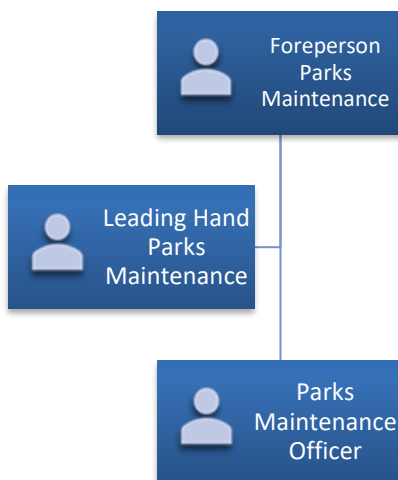
**Reports To (Position Title):** Foreperson Parks Maintenance

**Date Approved/Reviewed:** February 2023

### POSITION OBJECTIVES:

To provide a high standard of horticultural maintenance in designated parks & gardens and other prominent locations within The City of Monash, that is measured against service level standards.

### TEAM STRUCTURE:



### KEY RESPONSIBILITY AREAS:

#### Service Standards

- Understand and provide service standards consistent with established practices and programs
- Maintain quality and quantity levels in achieving service standards
- Maintain a range of parks using sound horticultural skills including but not inclusive to grass maintenance, garden bed maintenance, tree care, irrigation maintenance, path maintenance, tree planting, pest weed and disease control.

- Be accountable for the quality, quantity, and timeliness of work within constraints of available resources for the care of assets
- Contribute to maintaining and improving productivity
- Support continuous improvement, Quality Assurance, and other ongoing change processes through implementation and recommendations for improvement
- Complete all relevant work sheets including daily completed tasks, safety site audits and other maintenance records as required.
- Report any damaged or dangerous playground equipment, buildings, trees, park furniture, rubbish dumping or other potential safety hazards to the Parks Maintenance Foreperson
- Provide duties across other functional areas as required.
- Requirement to be flexible and adaptable while completing all related horticultural tasks as directed by supervisor.

### Working to agreed targets in a team environment

- Planning and maintaining weekly maintenance programs
- As required, oversee and co-ordinate others in similar related work
- Provide guidance and assistance that can include training as part of a work team
- Demonstrate problem-solving skills to achieve personal and teamwork targets.

### Recording and Reporting

- Ensure that any problems that arise are promptly reported to your supervisor
- Record and perform work accurately in the required format and on time including, but not inclusive to, daily works, pesticide spray application, innovations, and initiatives
- Record and report wider problems or issues observed to your supervisor
- Record and report all Pesticide usage activities.

### Occupational Health and Safety

- Maintain daily operator safety checks of plant and equipment under your control
- Ensure all safety equipment is used and maintained correctly
- Ensure that all safety procedures are carried out in the performance of your duties.
- Ensure that when staff are under your supervision, they are aware of and follow all safety procedures in the performance of their duties
- Support compliance of operational health and safety systems
- Conduct a Site Safety Analysis of all sites prior to commencing work tasks.

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### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

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- Accountable for quality and quantity of work performed within the constraints of available resources
- Decisions impacting on the delivering of the service where resources are not provided that are normally of a non-routine nature are to be referred to the supervisor
- Supervise other staff as required to perform maintenance activities where specialised qualification, skills and experience are of benefit to perform maintenance tasks
- Ongoing communication with the supervisor to ensure an agreed approach to achieve documented performance standards.

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### JUDGEMENT AND DECISION MAKING:

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- Determine and perform the appropriate maintenance operations consistent with position requirements to solve problems that meet service level standards.
- Make recommendations to all aspects related to the operational needs for the position, which would improve work efficiency.
- Prioritise and carry out work within the parameters of routine work programs and non-routine works to meet required service level standards.
- Carry out site analysis to determine the best method and order of task completion.

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#### SPECIALIST KNOWLEDGE AND SKILLS:

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- 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 ride-on mowers, trucks, tractors, spray vehicles, pesticide applicators, boom sprayers and machinery, chain saws, hedge trimmers, brush cutters, blowers and edging machines and their basic routine maintenance.
- A solid understanding of the principals of garden maintenance techniques and cultural practices.
- Commitment to keep informed of new approaches and equipment in the Horticultural Industry and other aspects relating to this position.
- Actively participate within the organisation to further long-term goals of the Horticulture team.
- Understanding of quality control techniques.
- Safe use of pesticides and a sound knowledge of their application and target pest.
- Proficiency in the use of hand tools.
- Ability to efficiently carry out work and maintain quality standards.
- Can adapt to competently perform other horticultural related activities.
- Worksite traffic management and control procedures.

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#### MANAGEMENT SKILLS:

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- Skills in managing time, setting priorities, planning, and organising one's own work
- Skills in oral and written communication with customers, other employees and in the resolution of minor problems
- Able to provide employees under their supervision or within a workgroup where joint outcomes are required with on-the-job training and guidance
- A basic knowledge of personnel management
- Understand and work within routine maintenance schedules to achieve target performance standards.

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#### INTERPERSONAL SKILLS:

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- Ability to gain co-operation and assistance from customers and other employees
- Ability to discuss and resolve problems internally and externally of a minor nature
- Provide oral and written reports relating to maintenance activities and other problem reports not directly impacting on your work to the supervisor.

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#### QUALIFICATIONS AND EXPERIENCE:

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- Gardening trade certificate or equivalent to Certificate III in Horticulture, or substantial relevant experience
- Farm Chemical Users Certificate or equivalent

- Experience in the use of parks and gardens maintenance machinery
- Plant knowledge, identification skills and experience in maintaining plants in open space landscapes
- Roadside Traffic Management training or an ability to follow instructions prior to completion of a recognised industry course
- Current Victorian manual Medium Rigid Truck driver's licence or be willing to undergo training to obtain licence upon commencement in role.

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#### KEY SELECTION CRITERIA:

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- Qualifications and Experience
- Job and OH&S knowledge
- Dealing with customers
- Effective communication
- Business understanding
- Decision making
- Achieving team goals

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#### ORGANISATIONAL CONTEXT:

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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 six (6) Divisions:

- Executive
- City Development
- City Services
- Corporate Services
- Communication and Customer Experience
- 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.*