

# Crew Leader Bushland and Wetland

Position Number:	P071037
Banding/Remuneration:	Band 5
Division/Branch:	City Services / Horticultural Services
Reports To:	Team Leader Bushland and Wetland
Date Approved:	July 2024

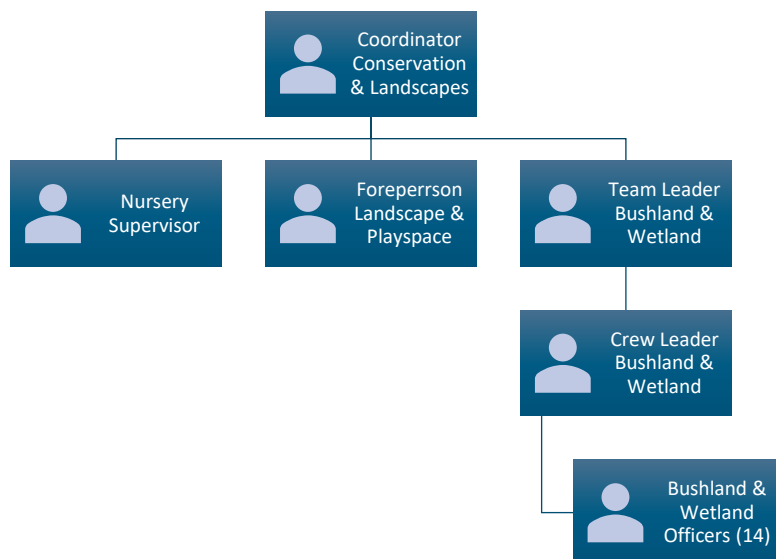
## Position Objectives:

To provide on ground field leadership of a high standard delivering environmental maintenance within Council's natural reserve areas.

Focusing strongly on leadership within teams through demonstrating high work standards, team collaboration, and a passion for fostering beneficial biodiversity outcomes, the Crew Leader will support management to achieve both Bushland, Horticultural & wider City Services objectives.

This position provides timely, excellent customer service to internal and external customers, stakeholders, and agencies.

## Team Structure:



## Key Responsibility Areas:

- Assist in the development and supervision of the delivery of Operational and Capital works programs for Bushland & Wetland maintenance sites complying with service standards and budgets
- Ability and willingness to be flexible and adaptable toward maintenance methods acknowledging a collaborative approach within small teams to achieve agreed outcomes considering both short- and longer-term visions
- Provide timely, excellent customer service to internal and external customers, stakeholders, and agencies consistent with Council's policies and procedures
- Lead teams to undertake daily work which includes - planning tasks, prioritising works, coordinating work, ensuring appropriate resources are available and working with teams on day-to-day maintenance activities
- Oversee and liaise with Friends Groups, community participation activities, contractors, and consultants to achieve position and departmental outcomes
- Assist in identifying training needs of staff and providing onsite training for staff as required
- 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

## Recording and Reporting

- Utilise Councils 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 by employees or contractors under your leadership in an effective manner
- Ensure that all plant and equipment used has SWMS/SOPS, relevant training & inductions are undertaken
- Ensure all PPE is utilised relevant to the task and appropriate attire is worn for the position
- Assist in development & auditing of work practices and procedures that promote safety, productivity, and quality outcomes
- Application of traffic management and control procedures for worksite maintenance activities in accordance with road traffic and signage laws
- Ensure hazards, incidents, near misses and injuries are reported immediately
- Where this role is the senior staff member on site take control of the site following an incident and determine immediate action to be taken. Record all details on incident report

## Accountability and Extent of Authority:

- Supervision of council staff, which also includes but not limited to agency employees, contractors, students, and volunteers as required
- Knowledge of personnel management and ability to implement training and development for operation and organisation requirements
- Accountable for the quality, effectiveness, cost, and timelines of work programs, projects, or work plan controls
- Overseeing daily and weekly works programs to ensure they develop in line with longer term objectives
- Capable of providing an innovative approach and initiate actions to facilitate a high standard of work
- Capable of meeting the administrative requirements and assisting in, budgeting and financial requirements
- Obtaining quotes, raising purchase requisitions and ability to manage operational business systems
- To frequently consult with the Team Leader Bushland Wetland, Co-ordinator Conservation & Landscapes 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
- Adherence to all requirements set out in Key Responsibility Areas
- Ability and willingness to complete other duties as required

## Judgement and Decision Making:

- Ability to prioritize work to achieve the desired effective outcomes as set down by the specification standards
- Balance the demands of work quality and productivity within restricted timeframes to achieve effective outcomes to specification standards
- Able to identify appropriate skill level & training requirements of personnel when delegating work
- Where problems are complex or of a technical nature and solutions may not relate to previously situations encountered some creativity and originality is required
- Recommend change in processes related to the operational delivery of maintenance that will improve workplace efficiencies
- Information of a confidential and sensitive nature are to be treated accordingly
- Clarification or advice is sought from Team Leader or Co-ordinator where situations are beyond the normal level of authority, qualification, or skill level appropriate for this position

## Specialist Knowledge and Skills:

- Incorporation of best practise Natural Resource Management principles
- Excellent indigenous plant knowledge and EVCs management that can be applied to protecting biodiversity values
- Knowledge of plant ecology that can be applied with practical skills for vegetation management and compliance with Monash fire safety strategy program
- Excellent weed identification skills and their control in sensitive bushland environments
- Thorough operational knowledge of plant, equipment, and techniques available to effectively maintain revegetation & remnant Bushland

- Provide information, guidance, and advice on outcomes where technical and practical solutions are required

### **Leadership Skills:**

- Leading and working within teams to provide best practise Bushland and Wetland maintenance with strong emphasis on fostering collaboration and a positive team culture
- Expertise in managing time, setting priorities, collaborative planning, and organising one's own work and that of supervised staff in an innovative and progressive manner
- Knowledge of personnel management, willingness, and ability to implement training and development for operation and organisation requirements
- Strong skills in oral and written communication with customers, other employees and in the resolution of minor problems
- Ability to assist in addressing sensitive and performance development matters and work well with staff on improvement opportunities

### **Interpersonal Skills:**

- Excellent communication skills to successfully foster relationships with colleagues, contractors, external authorities, stakeholders, and the community
- 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
- Ability to establish and maintain professional networks to facilitate teamwork and cooperation
- Provide oral and written reports relating to maintenance activities and other problem reports not directly impacting on your work to the Co-ordinator Conservation & landscapes when required

### **Qualifications and Experience:**

- Diploma in Natural Resource Management or equivalent with demonstrated field experience, or extensive experience equivalent to Diploma level
- Current Victorian drivers licence
- ACUP (Agricultural Chemical Users permit)
- First Aid Level 1
- Level 1 Chainsaw certificate (desirable)
- Experience in leading small teams (desirable)

### **Key Selection Criteria:**

- Qualifications and experience as outlined above
- Experience managing natural assets as a public land manager
- Effective communication and customer focus
- Demonstrated experience or involvement in strategic decision making relating to natural assets
- Ability to lead teams to achieve team goals with an open, growth mindset approach

## 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.