

Position Description

Position Title:	Crew Member Open Space
Classification:	Band 3
Business Unit:	Parks Services
Reports to:	Team Leader Horticultural Maintenance/ Team Leader Turf & Streetscapes
Status:	Full Time/ Part Time
Approved by:	Director of Sustainability, Assets and Leisure
Reviewed:	February 2024

1. About the City of Glen Eira

The City of Glen Eira is located in Melbourne's south-east suburbs, approximately 10 kilometres from Melbourne's central business district. The City includes the suburbs of Bentleigh, Bentleigh East, Carnegie, Caulfield, Caulfield East, Caulfield North, Caulfield South, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and part of the suburbs of Brighton East and St Kilda East.

Glen Eira has a vibrant and diverse community which is proud of its cultural heritage. It has 68 beautiful parks, 45 sporting ovals, 40 educational institutions, 35 strip shopping centres and almost 6000 businesses. It is home to more than 141,000 people and significant Melbourne icons such as Ripponlea, the Caulfield Cup, Yarra Yarra Golf Club, the Jewish Holocaust museum and much more.

2. About our Organisation

Glen Eira City Council aims to be an organisation that is high performing, values based and one that strives for innovation. We are proud of our achievements and have been recognised as an employer of choice over recent years. We endeavor to recruit people who share our values, are proud of the work they do and have a desire to make a difference to our community.

Glen Eira City Council is committed to reconciliation and supports Aboriginal and Torres Strait Islander aspirations. We encourage applications from Aboriginal and Torres Strait Islander people and value the knowledge, skills and talents they could share with our workforce and community.

Glen Eira City Council plays a leading role in taking strong action on the climate emergency and raising awareness to ensure a sustainable, safe and healthy future for us all. To help us achieve these outcomes, we all have the responsibility to embed climate change action in everything we do. As well as reducing emissions, we are working together to avoid waste and support Glen Eira's transition to a circular economy. This includes reviewing individual work to identify how we can make a difference in Council and the community to reduce environmental impacts and raise awareness.

Values

We are committed to the values which underpin our organisational culture, and how we work. Our five values are:

- Service Excellence – *Delivering for our community*
- Collaboration – *Working better together*
- Innovation – *Expressing ideas and adding value*
- Respect – *Being understanding and considerate*
- Integrity – *Being open and honest*

2.1 Organisational Structure

Glen Eira City Council's structure comprises four Directorates and two executive management portfolios (People and Culture and Finance) all reporting to the Chief Executive Officer. The four Directorates are:

- Community Wellbeing;
- Customer and Corporate Affairs;
- Planning and Place; and
- Sustainability, Assets and Leisure.

These Directorates and the departments within them are responsible for ensuring the delivery of high quality and cost-effective services that make a difference to our community. In conducting their business, they aim to be client focused and open to innovation and continuous improvement.

3. Position Purpose and Background

The Crew Member Open Space will assist the Crew Leaders and Team Leaders to ensure Councils' Open Spaces are maintained to specified standards and within safety guidelines.

4. Working Relationships

Reports to: Team Leader Horticultural Maintenance/ Team Leader Turf & Streetscapes

Internal Liaisons: Manager Parks Services, Coordinators, Team Leaders, Crew Leaders, Parks Services,
and other Council Staff

5. Key Responsibilities

Under the direction of the Crew Leaders and Team Leaders, the Crew Member Open Space will:

- Assist in maintaining open space to specified standards in the areas of mowing, landscaping, weed control, cleaning, trimming and other associated park maintenance functions.
- Assist the Crew Leaders to deliver daily tasks as set out in work schedules within agreed timeframes and standards.
- Completion of work documentation including the utilisation of mobile equipment.
- Assist the Crew Leaders to ensure optimum utilisation and all relevant safety guidelines are always followed.
- Ensure equipment is routinely maintaining in accordance with maintenance procedures to maximise safety and clean working conditions, immediately highlight any incidents of inappropriate use or mechanical abuse, to the Crew Leaders.
- Ensure that all works are carried out in accordance with agreed OH&S guidelines and safe working practices at all times.
- Provide assistance and information to members of the public when requested by the Crew Leaders.

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5.1 OHS, Risk Management, Equal Opportunity, Charter of Human Rights & Child Safe Standards

- Adhere to policies and procedures to minimise injury and damage to assets and property.
- Adhere to Council's Health and Safety, equal opportunity and risk management policies, plans and procedures and relevant legislation as well as act in accordance with the Charter of Human Rights.
- Actively participate in reporting matters of health, safety and Council asset damage.
- Demonstrate and promote workplace behaviour that does not discriminate, bully or harass.
- Take reasonable care for your safety and the safety of others who may be affected by your actions or omissions;
- Contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures;
- Act compatibly with human rights and consider human rights when making decisions; and
- Cooperate with any reasonable, lawful instruction to comply with relevant legal requirements
- Commit and adhere to Council's zero tolerance of child abuse, its principles of being a child safe organisation and its reporting requirements for child safety.
- Adhere to the Victorian Child Safe Standards and related legislation, including Failure to Disclose, Failure to Protect and Grooming offences.

5.2 Accountability and Extent of Authority

The following outlines the Accountability and Extent of Authority required by the Crew Member Open Space:

- Working under general supervision, the Crew Member Open Space is responsible to the Crew Leaders to ensure the work is completed to agreed standard.
- Responsible for the timeliness of own work.
- Responsible for the care of grounds, maintenance and landscaping equipment.

5.3 Judgement and Decision Making Skills

The following outlines the extent of judgement and decision making required by the Crew Member Open Space:

- As directed, the Crew Member Open Space will assist the Crew Leaders to resolve day to day minor operational problems that may arise whilst on site.

5.4 Management Skills

The following describes managerial skills required by the Crew Member Open Space:

- An ability to efficiently utilise the resources available to meet the required timeframes as directed by the Crew Leaders.

5.5 Interpersonal Skills

The following describes the interpersonal skills required by the Crew Member Open Space:

- Routine liaison and communication internally and externally, including utilisation of mobile handheld devices to complete work programs.
- Carry out daily duties ensuring specified outcomes are delivered within agreed timeframes.

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- Effective customer service skills and ability to display commitment to customer focused service.

5.6 Specialist Skills and Knowledge

The following describes the specialist knowledge and skills required by the Crew Member Open Space:

- Proficiency in operating a variety of landscape, maintenance, plant and equipment.
- Provide information to residents regarding service delivery.
- Ability to work as part of the wider Parks Services Team to achieve shared outcomes and goals, working to agreed programs to ensure that objectives and timeframes are met.

5.7 Qualifications and Experience:

- Qualification in parks, landscaping, turf, horticulture or relevant field and /or relevant experience
- Experience with safe operation and maintenance of parks maintenance and landscaping plant and equipment.
- Oral and basic written communication skills.
- A level of physical fitness required to perform the physical inherent requirements of the position.
- Ability to use basic mobile technology for the completion of work documentation.
- Current and valid Victorian car licence
- Employee Working WCC

6. Performance Review

The Crew Member Open Space will be required participate in the Council's Performance Development and Review process. This involves planning and agreeing work and skill development objectives and reviewing and assessing achievements on a regular basis.

The Crew Member Open Space Working under general supervision, the Crew Member Open Space is responsible to the Crew Leaders to ensure the work is completed to agreed standard. may also be required to carry out other such duties as are within the limits of the employee's skills, competence and training. These will be discussed as part of the Performance Review process.

7. Selection Criteria

- Demonstrated commitment and adherence to organisational values and behaviours.
- Qualifications in parks, landscaping, turf, horticulture or relevant field and/or relevant experience.
- Experience with safe operation and maintenance of sports grounds, parks maintenance and landscaping plant and equipment.
- Oral and basic written communication skills.
- Ability to use basic mobile technology, including the use of an asset management system is desirable.
- Current Victorian Driver's Licence.

8. Other Information

- Position is subject to the satisfactory completion of Police Records Check, Employee Working with Children Check and Pre-employment medical.
- Victorian Drivers Licence is mandatory.
- The position is located at the Caulfield; however the incumbent may be required to travel to other Council offices from time to time.



GLEN EIRA
CITY COUNCIL

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