

Job Title & Position Number: Reserves General Hand (Ref: 1250)

Level: 2

Line Manager: Supervisor Reticulation & Mowing

Direct Reports: Nil

Location: Geraldton Depot

Date Reviewed: January 2022

1. Job Purpose

The Reserves General Hand undertakes operational activities associated with the provision of reserves maintenance services to the City of Greater Geraldton, working under direction to ensure all work is carried out within agreed programs and budget constraints and in compliance with all relevant state and federal regulations, City policies, procedures and relevant Australian standards.

2. Organisational Context

The position of Reserves General Hand is part of the Maintenance Operations branch within the Infrastructure Services Department. In total, four (4) branches report to the Infrastructure Services Director. Branches include Fleet Services, Project Delivery & Engineering Services, Climate, Environment & Waste Services, and Maintenance Operations.

3. Key Accountabilities

- Work within the Reserves team to maintain the City's parks, ovals, reserves and other public open spaces to a high standard on a daily basis as directed, including turf renovation, fertilising, mowing, slashing and all facets of turf care.
- General operation of plant and hand tools, carry out maintenance and/or labour duties as required.
- Operate plant, machinery and specialised equipment in a competent and safe manner as required.
- Ensure that regular routine daily maintenance is carried out and that relevant log books and pre-start are completed.
- Report any damage or faults in relation to the plant and machinery, and any public complaints to the Supervisor as soon as possible.

- Secure all vehicles, plant and equipment in a safe and appropriate area when on site and in the Depot compound.
- All worksites shall be left in a safe and tidy condition irrespective of the time the site is left unattended.
- Maintain and house all PPEs (Personal Protection Equipment) in good working condition at all times – report all malfunctions, lost or damaged equipment to the immediate supervisor as soon as possible.
- Responsible for duty of care for self and to encourage safe and efficient work practices while working with other employees.
- May be required to assist /perform other duties individually or in team environment within other sections of the work force.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near hits.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation including but not limited to any form of workplace discrimination, harassment, victimisation and bullying and fraud and corruption, while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required
- **Values** - create a positive working environment while upholding the City's STARS:

<p>SERVICE</p> <ul style="list-style-type: none"> • We will make customers the focus of everything we do. • Our service will be fair, flexible, innovative and reliable. • We will show genuine concern for customers.
<p>TRUST</p> <ul style="list-style-type: none"> • We will trust the foundation of all relationships. • We will rely and depend on each other. • Our communications will be open and genuine.
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • We will honour our commitments. • We will take responsibility for our own actions. • We won't blame others. • We will hold each other accountable for our actions and behaviour.
<p>RESPECT</p> <ul style="list-style-type: none"> • We will treat others like we would like to be treated. • We will listen before we talk. • We will seek and value the contributions of others.
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • We will be united in our decisions. • We will be united in our actions. • Our strengths will come from interdependence.

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- MR Class Driver's Licence
- White Construction Safety Card
- Basic Worksite Traffic Management ticket (desirable)
- Demonstrated experience in the techniques and methods associated with reserves maintenance and turf management
- Experience in the safe use of plant and equipment associated with reserves maintenance, including tractors and commercial mowers
- Experience in the safe operation of three point and PTO driven implements, including but not limited to - Trailing Mowers, Flail Mowers, Scarifier/ verticutter and Verti-drain
- Experience working as part of a small team to set timeframes

Knowledge and Skills

- Developing knowledge of parks maintenance techniques
- Knowledge of WHS procedures including plant and vehicle pre-starts, risk analysis and job safety assessments (JSAs)
- Sound ability to operate and use hands tools, small power tools, plant, specialised machinery and vehicles effectively and safely
- Basic written and verbal communication and customer service skills
- Basic ability to use IT hardware such as smart phone and tablet applications
- Demonstrated attention to detail and an awareness of working in high profile areas
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles