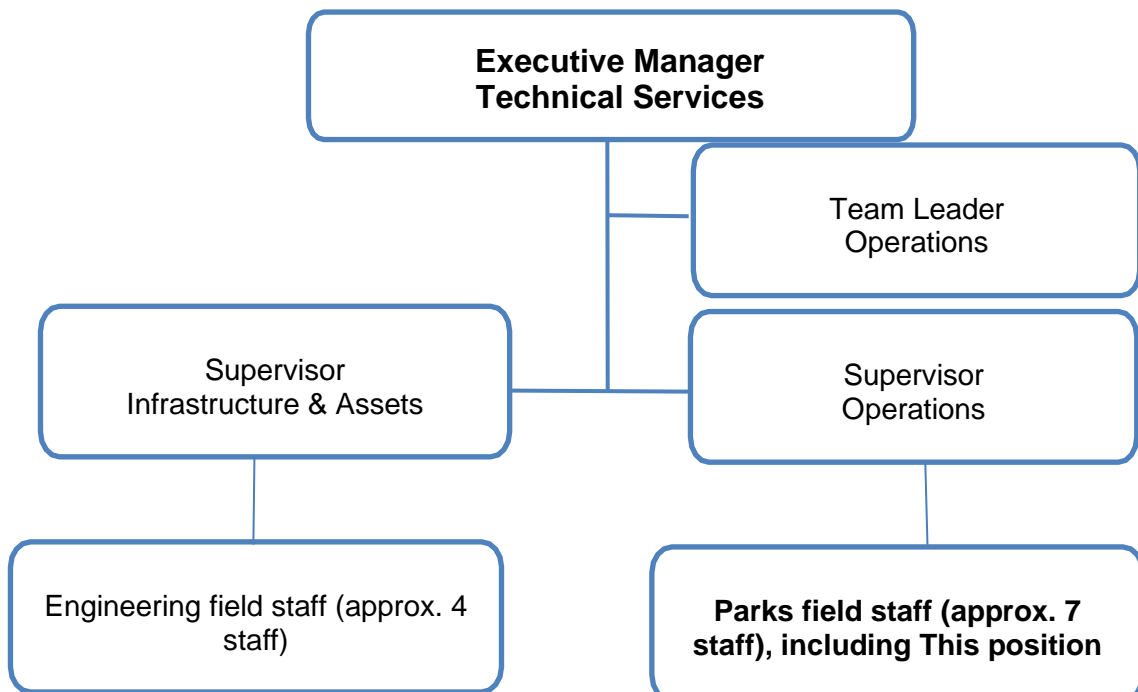


HR PD - OP 1 – General Hand Parks

Position identification

Position number	OP 1		
Classification	xxx	Plus Over Award	
Position title	General Hand Parks		
Directorate	Operations		
Business unit	Operations		
Service area	Engineering and Parks		
Location	Town of East Fremantle Depot		
Agreement	Local Government Award		
Status	Permanent		
FTE	1.0	Hours p/week	38
Position created	February 2022	Last review	N/a

Reporting relationship



TOWN OF EAST FREMANTLE CORE VALUES – DOING THINGS THE RITE WAY

- Respect – Being courteous at all times and valuing the views and opinions of others by having due regard to their rights and responsibilities.
- Integrity – Holding oneself to consistent standards exemplified by being honest and having a strong moral code, upholding the reputation of the organisation.
- Teamwork – Working together to achieve agreed outcomes by building and sustaining a high performance work environment underpinned by trust and commitment.
- Empathy – Willing to develop an understanding of someone’s concerns and consider their needs and feeling sin working with them to address work related issues and solve problems.

Corporate key performance areas outlined in:

- Strategic Community Plan
- Corporate Business Plan
- Workforce Plan
- Performance appraisal action plan

Primary objective(s) of the position

- Under direction of the Supervisor Operations and Leading hand of Parks, fulfil general hand duties relating to parks, verges, and garden areas.
- Ensure diligence in relation to the use of plant and equipment relating to all thing’s parks, verges, and garden areas.
- Assist in the daily reactive duties of the parks team, in conjunction with the Supervisor Operations and Parks leading hand.
- Delivers a high level of customer service both externally and internally.
- Drives efficiencies in the departments outside workers, through leadership and direction.

Competencies

- | | |
|---|--|
| <ul style="list-style-type: none"> • Personal Awareness • Change Orientation • Focused on the future • Acts with complete integrity | <ul style="list-style-type: none"> • Results Driven • Initiative • Technical/Functional excellence • Building effective teams/partnerships |
|---|--|

Duties

General

- Assist in the daily reactive duties of the parks team, in conjunction with the Supervisor Operations and Parks leading hand.
- Assisting in mowing, whipper snipping, chain saw works, weed management and any other parks related works.
- Work within a team environment on a daily basis.
- Demonstrate a willingness to be flexible and fit into a variety of roles to meet the requirements of the organisation.
- Ensure customer complaints and requests are dealt with efficiently and effectively.

Occupational Health and Safety

- Work in accordance with and is responsible for the effective implementation of the Town's Occupational Health and Safety Policy, Procedures and OSH Responsibilities, including staff training and identification and rectification of issues within the organisation.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Report all accidents, incidents and hazards.
- Ensure regular checks and inspections of workplace equipment and facilities
- Ensure safe work practices are adhered to at all times

Selection criteria (skills, knowledge and experience)

Essential

- Previous experience in parks maintenance.
- Sound time management skills.
- Sound knowledge of basic computer software such as Microsoft office suites.
- Developed interpersonal and organisational skills.
- Developed written and verbal communication skills.
- Sound knowledge and experience in Occupational Safety and Health regulations
- A current WA 'C' class driver's licence.
- White card

Desirable

- First Aid certificate.
- Certificate in Traffic Management.
- Experience working within a local government.

Other specific details of the position

Extent of authority	This position operates under broad direction but within limits of Town policy and relevant legislative constraints.
Position has purchasing authority in line with procedure	No <input checked="" type="checkbox"/>

Certification

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Manager's signature _____ Date _____

2. As position holder I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Position holder's signature _____ Date _____