

POSITION DESCRIPTION

Title	General Hand	Level	A1-B3
Sub Unit	Parks Operations	Establishment No.	IN23032 + (multiple positions)
Service Unit	Parks & Conservation Management	PD updated	December 2018
Directorate	Assets	Supervises	Nil
Reporting to	Supervisor/Leading Hand		

POSITION OBJECTIVE

Undertake general hand duties in the area of Parks maintenance enabling the community to utilise the parks, as required on a daily basis.

KEY ACCOUNTABILITIES

1. Undertake daily maintenance of the City's parks and infrastructure assets.
2. Operate and maintain tools, plant and other equipment.
3. Process documentation including individual time sheets and work orders.
4. Provide guidance and training to new employees.
5. Liaise with colleagues, contractors and the public.
6. Undertake duties as directed by the Supervisor and Leading Hand.
7. Undertake other activities including undergoing training and development as required for execution of the role.
8. Comply with all City policies and procedures and relevant legislation.
9. Exercise duty of care in line with City Occupational Safety and Health policies.

WORK RELATED REQUIREMENTS/SELECTION CRITERIA

Essential

1. Knowledge and or relevant experience in practical application of horticulture.
2. Basic literacy and numeracy skills.
3. Proven communication skills.
4. Ability to work as part of a team.
5. Capable of physical manual labour.
6. National police clearance < 6 months old.
7. C class vehicle licence.
8. A positive, proactive approach to change and a willingness to work in any service unit across the City should it be operationally required.
9. Knowledge of the practical application of Occupational Health and safety measures in the workplace including hazard identification in parks and reserves.
10. Experience in the efficient utilisation of information systems and technology.
11. Safety Awareness Card.

Desirable

- 1. First Aid certification.
- 2. Plant/equipment operation certification.
- 3. Basic Traffic Management certification.

Special Requirements

May be required to work in high traffic and congested areas.

Extent of Delegated Authority

Operates under general direction. Required to exercise limited decision making and problem solving. Not able to authorise expenditure.

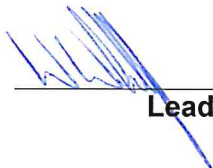
The details contained in this document are an accurate statement of the position.

Print Name:

Bill Whalley

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Signature:


Leader


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