

CITY OF WANNEROO POSITION DESCRIPTION – TEAM MEMBER

POSITION TITLE: Technical Officer Park Assets	DIRECTORATE: Assets	DATE: August 2024
REPORTS TO: Coordinator Parks Contracts	SERVICE UNIT: Parks and Conservation Management	LEVEL: 7
POSITION NUMBER: TBC	SUB UNIT: Parks Contracts	ROLE FOCUS: Service
ROLE BALANCE: (People/Scheduling/Technical) 10/10/80	JOB FAMILY:	ANZSCO CODE:

ORGANISATIONAL CONTEXT

The City of Wanneroo (the City) is an expanding and thriving Local Government on the northern fringe of the Perth Metropolitan area, located approximately 12km from the CBD at its nearest point and 62km at its furthest point. Our community, council and City administration are working actively towards our vision of building a future together by collaborating with all stakeholders.

DIRECTORATE CONTEXT

The **Assets Directorate** is responsible for ensuring the City’s assets are strategically planned, built and managed to a high standard. This includes ensuring the effective and efficient deployment of resources to maximise the benefits to the community. These benefits may be gained from major infrastructure projects like roads and buildings, and community enhancing infrastructure like parks and coastal environments.

POSITION CONTEXT

Under broad supervision of the Coordinator Parks Contracts, this position is accountable for the provision of quality outcomes in accordance with customer needs as outlined in the Service Plan and Performance & Development Review Conversation, by applying skills, knowledge, experience and judgement, guided by established policies, procedures, methods and guidelines to undertake activities where the actions and steps are non-discretionary to meet current and anticipated changing organisational needs.

The role communicates with a range of customers and stakeholders including developers, contractors and suppliers, members of the public and City Leaders/ employees.

A challenging aspect of the role is balancing office-based tasks with site inspections and managing changing priorities and competing deadlines within required timelines and to agreed standards. Post-holders must be able to communicate with a wide variety of people in a professional manner, demonstrating negotiation skills, tact and diplomacy when needed.

The City values an agile workforce where people are engaged to deliver excellent customer outcomes and have the aptitude to adapt to changes in the internal and external environment. As such, all roles may be required to work in any Service Unit across the City and perform activities outside of those described in this position description, aligned to the incumbent’s skills, qualifications and training. A positive, proactive approach to change is required.

FUNCTIONAL ACCOUNTABILITY

The position will address management and maintenance matters relating to Developer managed public assets through regular inspections of landscaping infrastructure and irrigation. To ensure compliance in regard to a safety, environmental and irrigation management (Ground Water Licencing - GWL) prior to handover to the City.

Reviews and provides input relating to landscape/irrigation designs and asset information as part of the development approval process and internal design reviews.

Encompasses an individual person delivering outputs to meet their own individual performance outcomes aligned to business objectives and set out in their annual performance review.

KEY ACCOUNTABILITIES

KEY RESULTS AREAS	OUTCOMES
Collaboration & Teamwork	<ul style="list-style-type: none"> • Contributes to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines. • Thinks critically and actively collaborates with colleagues and Leaders. • Contributes to the development of business improvement initiatives.
Customers & Stakeholders	<ul style="list-style-type: none"> • Acts as a point of contact for customers and stakeholders and responds to enquiries ensuring that these are addressed, resolved and/or re-directed for resolution. • Liaises with customers and stakeholders to deliver service excellence, ensuring that information is accurate, consistent, clearly communicated and issues are resolved in a timely manner. • Builds and maintains relationships with customers and stakeholders that enable achievement of service excellence to the Community.
Efficient & Effective Delivery	<ul style="list-style-type: none"> • Schedules and undertakes site and safety inspections to ensure landscapes are presented and managed in line with requirements. • Provides technical input relating to design approvals, practical completion and handover of landscape assets to the City. • Provides an asset management service, including inspecting, recording and validating landscaping asset information, in accordance with established policies, processes and procedures. • Provides advice, guidance and technical support to customers and stakeholders on landscape maintenance, horticultural and irrigation requirements in accordance with all established specifications, plans, policies, processes and procedures. • Proposes innovation and business improvement initiatives within area of accountability activity. • Reports hazardous or defective landscape infrastructure assets to relevant stakeholders, enabling remedial works to be undertaken before potential incidents occur. • Undertakes asset condition assessments and reporting as required in accordance with asset management objectives to enable condition-based decisions relating to short and long term renewal programs. • Prepares reports in functional areas or activity tailored to the needs of the Audience. • Processes and practices are continually reviewed, ensuring delivery of quality outcomes and results for customers.

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| Systems & Processes | <ul style="list-style-type: none"> • Maintains relevant registers, databases and systems, ensuring that information is accurate, stored correctly and accessible as required and meets legislative and operational requirements. • Follows the City's administrative systems and processes, ensuring that information is accurate, stored correctly and accessible as required. • Contributes to the development of processes and procedures that support the work of the Service Unit. |
| Resources,
Governance,
Compliance & Risk | <ul style="list-style-type: none"> • Ensures knowledge of and complies with safety, legislative, regulatory, financial and administrative frameworks. • Represents the City in an honest, ethical and professional way, ensuring adherence to the City's Code of Conduct. • Demonstrates high and proactive concern for health, safety, environment, community and the City's reputation. |

CAPABILITIES REQUIRED

Qualifications, Requirements and Experience:

- Minimum Certificate IV Horticulture or Certificate IV Irrigation and or relevant demonstrated experience.
- A dual qualification in Irrigation and Horticulture or similar is desirable.
- Relevant experience in a similar role in operational park maintenance or development is desirable.
- Intermediate experience in the efficient utilisation of information systems and technology including MS Office products and GIS software.
- National Construction Induction Certificate (White Card).
- C class Drivers Licence.
- This role requires a level of physical fitness for some activities undertaken.
- A certificate in Traffic Management is desirable.

Skills and Knowledge:

- Knowledge of landscape and irrigation construction, management and maintenance practices is required for the role.
- Ability to interpret and assess landscape and irrigation design plans.
- Intermediate communication, negotiation and problem-solving skills.
- Intermediate organisational skills with the ability to prioritise competing tasks.
- Intermediate computing, numeracy and literacy skills.
- Intermediate customer service skills.
- Intermediate research and analysis skills.
- Knowledge of the practical application of occupational health and safety measures in the workplace, including operations where interaction with members of the public may be reasonably expected to occur.

Key Stakeholder Relationships:

- Support the Coordinator Parks Contracts to assist them to carry out their roles.
- Communicate, engage and provide support / advice to relevant stakeholders and customers.

Role Authorities:

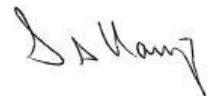
- Local Government Act Regulations and Act delegations, specific to the role.
- Required to exercise responsibility and use of initiative and judgment in problem solving and support at a Team Member level.

VERIFICATION

The content of this Position Description is an accurate statement. Position Descriptions will generally be reviewed and updated where necessary and / or within a period of 12 months.

Leader: James Hamp, Coordinator Parks Contracts

Date: 28 August 2024



Signature

Next Up Leader: Grant Chettleburgh, Manager Parks & Conservation Management

Date: 29 August 2024



Grant Chettleburgh (Aug 29, 2024 10:49 GMT+8)

Signature


Position Description Technical Officer - Parks Assets - August 2024

Final Audit Report

2024-08-29

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