

## POSITION DESCRIPTION

<b>Position Title:</b>	Multi-skilled Worker – Parks and Recreation	<b>Directorate:</b>	Infrastructure & Works
<b>Position Number:</b>	100953	<b>Department:</b>	Works Centre
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Parks and Recreation
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Works Centre
<b>Classification:</b>	Grade 2		
<b>Reports to:</b>	Parks and Recreation Coordinator		

### PRIMARY PURPOSE:

The role of the **Multi-skilled Worker – Parks and Recreation** is to undertake maintenance of Council parks & recreation assets, including maintenance activities such as playground inspections and maintenance, vegetation control, minor landscaping projects, turf renovation, litter disposal and other parks maintenance tasks as required.

They will assist other Works Centre staff as required, to undertake varied work in a safe and effective manner. In accordance with council policies, procedures, industry standards and legislation.

### KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>Undertake and assist Parks Team Members in the general presentation and maintenance of Council parks, play spaces and open spaces including but not limited to:               <ul style="list-style-type: none"> <li>Playground inspections and maintenance</li> <li>Mowing / Brushcutting.</li> <li>Pruning / Hedge trimming.</li> <li>Litter and debris disposal.</li> <li>Minor landscaping projects.</li> </ul> </li> <li>Reading plans and recording accurately all 'as constructed' information as required.</li> </ul>
<b>Plant / Vehicle operation</b>	<ul style="list-style-type: none"> <li>Licensed and competent operation of rigid motor vehicle with GVM up to 15 tonnes, trailers, ride-on mowers.</li> <li>Competent operation of small plant and equipment associated with the role.</li> <li>Ensure regular servicing requirements of plant and equipment are met ensuring all faults and corrective actions are reported.</li> </ul>
<b>Team Work</b>	<ul style="list-style-type: none"> <li>Collaborate with council staff and proactively share knowledge to help build and maintain skills and capability across the team.</li> <li>Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>Provide on-the-ground support to Operations and Maintenance teams to assist with the completion of scheduled activities.</li> <li>Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>• Take ownership and responsibility for delivering activities that benefit the community and align with council goals. Take responsibility to deliver activities for our community</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Represent the Council professionally and promote a positive image in all interactions with internal and external stakeholders.</li> <li>• Identify and share opportunities for innovation and continuous improvement in vegetation control services.</li> <li>• Maintain up-to-date knowledge and expertise in relevant fields, including best practices and changes in legislative requirements.</li> <li>• Contribute to the achievement of personal Performance Plan objectives and actively engage in professional development and training opportunities.</li> <li>• Take ownership of individual work priorities and ensure tasks are delivered with accountability and diligence.</li> <li>• Complete all assigned work to the required standard, on time, and within allocated budgets.</li> <li>• Promote and support a diverse and inclusive workplace that prioritizes the safety and wellbeing of children, young people, employees, and the wider community.</li> </ul>
<b>Safety &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Undertake all activities in accordance with GCC's code of conduct, values, policies, procedures, and relevant legislation.</li> <li>• Assist in the delivery of daily team operations, including acting as the on-site first aid contact, leading toolbox discussions, and allocating work tasks.</li> <li>• Operate equipment safely and efficiently in line with Safe Operating Procedures (SOPs) and Safe Work Method Statements (SWMS) to ensure duties are completed to the required standard.</li> <li>• Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements; report non-conformances and implement corrective actions as needed.</li> <li>• Complete required documentation such as Pre-Start Hazard Identification Checklists, facility and site inspections, and Incident/Hazard Reports.</li> <li>• Maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> <li>• Assist in the investigation of incidents and accidents, contributing to root cause analysis and recommendations.</li> <li>• Interpret and apply information from construction plans, design specifications, and Material Safety Data Sheets (MSDS) to ensure work is performed accurately and safely.</li> </ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

**SPECIALIST DELEGATIONS:**

- Nil

## LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:

- Medium Rigid Truck “MR” Class license (or the ability to obtain)
- White Card
- Traffic Management Accreditation (RIISS00058 – Traffic Controller, and RIISS00060 Traffic Management Implementer)
- Chemical Application Accreditation (Chemcert)

## SKILLS AND EXPERIENCE:

1. A qualification in a relevant field (e.g., Certificate III in Horticulture) or demonstrated knowledge and experience in maintaining and presenting parks and recreational areas, including play spaces.
2. Experience and skill in using plant machinery and equipment safely and effectively, as well as experience operating small plant and equipment like mowers, brushcutters, and power tools.
3. A good understanding of Workplace Health and Safety rules and how to apply them.
4. Strong reading, writing, communication, and people skills, with the ability to take initiative and work well with others.
5. Ability to work well within a team environment and to adapt to a changing environment
6. Physically fit and able to work outdoors in all weather conditions and terrains.

## ORGANISATIONAL REPORTING RELATIONSHIPS:

### 1. Internal:

- The **Multi-skilled Worker – Park and Recreation** reports to the **Parks and Recreation Coordinator** for all operational and management matters.
- The role is a key contributor to the Parks and Recreation Team and will liaise with employees of Council.

### 2. External:

- The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

## OUR VALUES:

### We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

### We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

### Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

### We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

## OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

## AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	