

# SUPERVISOR OPEN SPACE MAINTENANCE

**CLASSIFICATION:** Band 4  
**OCCUPANT:** Vacant  
**DATE:** March 2025

## POSITION CONTEXT & OBJECTIVE(S):

To undertake works and co-ordinate the day to day operations, administration and supervision of the Parks and Open Space Maintenance team ensuring Councils service standards are met in the most efficient and effective manner.

To undertake maintenance in other areas of the Depot Operations as designated by Team Leader Parks, Gardens & Environment or Coordinator Depot Operations.

## KEY RESPONSIBILITIES AND DUTIES:

1. To undertake open space maintenance including mowing, brush cutting, trimming, edging, weed spraying and general horticultural activities as required.
2. Provide competent daily supervision and direction of the outdoor staff/contractors in the execution of the works programme in relation to grass cutting, sports fields, weed control, path and edge curbing, brush cutting and associated general maintenance.
3. To ensure the relevant open space areas are kept to a high standard of presentation.
4. The certification of timesheets, material sheets, day labour and plant inspection cards at the end of each working week to enable this costing data to be processed.
5. The execution of the works programme within the constraints of time, and available budget.
6. Provide prompt and courteous attention to complaints, requests and enquiries raised from Council staff and the public and completion of all electronic data required for closure of customer requests.
7. Provide assistance to the Parks Gardens & Environment Team Leader with maintenance to playground/kindergarten, play/equipment structures in the municipality.
8. Ensure the use of safe work practices by the Outdoor Staff in execution of duties at all times and ensure contractors, their agents, and staff complies with O.H. & S. and Equal Opportunity Legislation.
9. Undertake such duties as directed by the Team Leader Parks, Gardens & Environment / Coordinator Depot Operations / Manager Infrastructure Services or their representative.
10. Ensure budget allocation is maintained in a sound financial position for the Parks & Gardens and Environment unit.
11. Provide sound and timely advice to the Team Leader Parks, Gardens & Environment/ Coordinator Depot Operations and Manager Infrastructure Services on matters relating to the team.
12. To liaise with Supervisor Parks and Open Space Mowing and other relevant Council departments in the development of programs and on ground operations.
13. To be conversant and familiar with relevant pieces of legislation and permit requirements for any works undertaken.

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14. Ensure all Safe Work Method Statements / Safe Operating Procedures are current and reviewed regularly by team members

### KEY SELECTION CRITERIA:

Applicants should address the following in their applications

1. Demonstrated skills in supervision, motivation and coordination of staff
2. Relevant experience/qualifications in arboriculture, horticulture, parks and gardens, environmental and resource management, sporting field's preparation and management.
3. Understanding of OH&S legislation and other work related policies
4. Good decision making, programming and negotiation skills
5. Well-developed oral and written communication skills

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

### GENERAL EMPLOYMENT PROBITY CHECKS:

The incumbent must have and maintain a current Fit2Work (Police Records)

☒ YES

Working with Children Check

☒ YES

### ORGANISATIONAL RELATIONSHIPS:

Reports to:	Team Leader Parks, Gardens and Environment.
Supervises:	Open Space Mowing team, contractors and authorised representatives
Internal Contacts:	Supervisor Open Space Maintenance, all Depot Supervisors and Team Leaders, all Council Officers
External Contacts:	As required under the supervision of the Team Leader Parks Gardens and Environment, Coordinator Depot Operations, Manager Infrastructure Services.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible for the supervision of the Open Space Maintenance team, contractors and community groups to achieve the requirements of the works programme and the efficient maintenance and operation of the unit.
- Responsible for proper and efficient resource and budget management under the supervision of the Team Leader Parks, Gardens and Environment/ Coordinator Depot Operations.
- Freedom to act within policies, budgets and objectives set by the Council with regular reporting for works identified by Council's programs/maintenance schedules.

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- Able to evaluate alternative directions of action for consideration
- Assist senior management and Councils communications department with media liaison regarding relevant projects.

### JUDGEMENT AND DECISION MAKING:

- Responsible for day-to-day decision making and planning/programming for the unit subject to regular reporting, these decisions include:
  - Expenditure monitoring of programs and reporting
  - Routine staff work practices
  - Work prioritisation
  - Recruitment of casual staff (within policy)
- Required to make judgements and decisions in the field to provide a high level of service to the community.
- To program flexible working hours when required to ensure relevant works, do not put at risk, staff, the general public, or other users.

### SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- To have a thorough understanding and knowledge of the theoretical and practical principles and processes associated with the position. Extensive experience in a works environment requiring technical skills and or contract management skills.
- To have the ability to foresee possible problems associated with works and put into place remedial actions considered necessary to rectify these problems.
- To be able to develop and implement maintenance and construction work schedules, together with new developed communication skills and ability to negotiate agreed positions from differing requirements.
- Demonstrated proficiency in computer skills with experience in report writing, computer based budgeting programs, spread sheet and data base software packages including electronics files.

### MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated skills in the supervision, motivation and co-ordination of staff including program planning and monitoring and consistently meet work timeframes.
- Demonstrated ability to lead, develop and maintain a positive work culture.
- To have an understanding of organisational policies and practices including Equal Opportunity, O.H. & S. and employee training and development and ensure all staff are trained as directed.
- Good decision making and programming skills appropriate to the position.

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- Demonstrated achievement of works in accordance with best practice through prioritising, delegation, organisation and supervision.
- Demonstrated ability to meet performance indicators and service standards for tasks and services.
- Ability to access staff skill/training requirements and put procedures in place to achieve those requirements relevant to the unit's operations.

### INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Well-developed oral and written communication skills including the ability to develop reports and respond to correspondence.
- Demonstrated ability in people skills which promotes a customer service driven operation.
- Well-developed negotiation skills.
- Well-developed dispute resolution capabilities.
- Able to gain co-operation and assistance from contractors/clients/staff.
- Well-mannered and approachable personality – staff/public can liaise with on sensitive and confidential issues relevant to the position.

### QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Experience in a works environment requiring technical skills and or contract management skills.
- Relevant experience/qualifications in arboriculture, horticulture, parks gardens and environmental and natural resource management, sports field preparation, project/works management.
- Demonstrated knowledge of Local Government procedures.
- Knowledge of Safe Work Practices and relevant Legislation related to QA and OH&S.
- Current Victorian Driver's Licence.
- Legible, literacy and numeracy skills including report writing.
- Promote and implement staff skill development and encourage staff to continually develop new skills for better career path opportunities.

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### TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

### AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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ACCOUNTABILITY



COLLABORATION



RESPECTFULNESS



PROGRESSIVENESS



WELLBEING