

# Position Description

<b>Position Title</b>	Team Leader Clean Up Mowing Operator
<b>Position Number</b>	PDTD03, PSTD03, PHTD05, PIDT02
<b>Directorate</b>	Infrastructure
<b>Business Unit/s</b>	Parks and Sustainability
<b>Reports to</b>	Operations Supervisor Parks & Reserves
<b>Classification</b>	Level 6 – Outside Workforce Agreement

## Organisational Overview

The City of Stirling is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg, and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 220,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1200 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged, and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

## Organisational Vision, Mission Statement and Values

### Vision

A sustainable City with a local focus.

### Mission Statement

To serve our community by delivering efficient, responsive, and sustainable service.

### Values

The City of Stirling’s core values are:

- Approachable
- Responsive
- Transparent
- Innovative

## Reporting Relationships

This position reports to Operations Supervisor Parks & Reserves.

## Business Unit Objective

To provide attractive, safe and well-maintained parks, public places and environment for passive and active recreation that enables quality urban life while protecting and conserving the natural environment.

## Position Overview

This position is responsible for the supervision and direction of the team involved in turf mowing activities and providing feedback to the Operations Supervisor regarding team performance, fleet and maintenance/safety issues noted in the locations mowing takes place.

## Position Objectives

- Contribute to the formulation and execution of the LCUU mowing rounds and schedules including the collection and reporting of GPS data for unit KPI's.
- Lead the implementation of the daily turf mowing schedules and record the progress or issues that occur.
- Lead team activities to ensure service standards, quality and targets are met.
- Operate a range of mowing equipment, observing correct operating and safety instructions and ensure all team members observe safety requirements.
- Ensure traffic management procedures are complied with for all work.
- Notify Supervisor of servicing and repair requirements for plant and equipment.
- Notify Supervisor of maintenance or safety issues that you observe on reserves that require attention.
- Maintain daily records including timesheets and works schedules.
- Conduct regular toolbox meetings with field staff encompassing workplace safety, work practices and schedules and related issues.
- Ensure quality of Team's work to meet the City's standards.
- Promote and ensure compliance to the City's Customer Service Charter.
- Promote safety awareness and ensure a safe working environment for employees.

## Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.

- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City’s Code of Conduct.
- Perform other duties as directed.

## Selection Criteria

Qualifications/Education Level	
Year 10 Certificate.	Essential
Knowledge, Skills, Experience & Abilities	
Sound supervisory/leadership skills including delegation, coaching, and promoting teamwork.	Essential
Planning and organisational skills that are results orientated.	Essential
Proven ability in demonstrating a high level of customer service principles and practices and transferring these skills to the team.	Essential
Good written and verbal communication skills.	Essential
Ability to set goals and objectives for team members, monitor performance and provide feedback.	Essential
Understanding of occupational health and safety principles and practices and an ability to promote and maintain a safe work environment.	Essential
Basic computing skills using MS Office Suite (Word and Excel).	Essential
Considerable experience in turf mowing including operating a ride on mower and line trimmer.	Essential
Experience in supervising, mentoring, and training other employees.	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current ‘MR’ Driver’s Licence	Essential

### Office use only

Position Creation Date	Date	4 April 2018	Officer	Senior Parks Operations Coordinator
Last reviewed/Modified	Date	8 September 2023	Officer	Coordinator HR Operations