

1. JOB IDENTIFICATION:

Title of Position: TEAM MEMBER OPEN SPACE, SPORTS AND RECREATION

Business Unit: CITY DEVELOPMENT

Reports to: TEAM LEADER OPEN SPACE, SPORTS AND RECREATION

Classification: TEAM MEMBER


2. POSITION OBJECTIVES:

- Undertake open space, sports and recreation operational activities to ensure work plans are delivered efficiently, safely and are consistent with work methods and procedures.
- Support the Team Leader and Senior Team Members to ensure the City of Unley's open space operations are delivered in line with Council specified service levels.
- Ensure the timely completion of all duties associated with Council's management of its open space.

KEY RESPONSIBILITIES:

- Undertake open space, biodiversity, and sports and recreation maintenance activities including mowing, weeding, watering, planting, pest and disease control, sports turf preparation.
- Appropriate management and maintenance of garden beds including those within traffic management devices including but not limited to: roundabouts, road closures, slow points, linear trails and streetscapes.
- Utilise plant and equipment including ride-on and walk-behind mowers, rollers, brush-cutters, blowers, edges, hedgers, hand tools, and knapsacks for chemical spray application.
- Tasks to be completed in accordance with set specifications, service delivery standards and timeframes.
- Ensure operations comply with Council's policies, procedures and guidelines.
- Assist with the development and delivery of short and long-term planning for maintenance programmes.
- Collect and record performance-measuring data as required.
- Ensure Council's record keeping requirements for the areas of responsibility are met through the utilisation of mobility devices.
- Actively assist to develop, implement and review procedures and processes to improve efficiency.



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- Assist in the implementation of environmental, and risk and safety improvement initiatives.
 - Assist in ensuring tasks performed adhere to the environmental principles and guidelines of the City of Unley.
 - Respond to emergency situations as needed.
 - Liaise with residents and assist with the resolution of customer requests and complaints.
 - Demonstrate commitment, compliance, and performance in relation to Council's Values and expected behaviours, and Enterprise Bargaining Agreement.
 - Assist the Team Leader Open Space, Sports & Recreation and undertake other duties related to the position as required

Staff must comply with WHS and Return to Work SA legislation requirements and relevant WHS policies, procedures and safe work practices implemented by the City of Unley.

Key WHS Responsibilities:

- Actively support and contribute to the City of Unley's effective safety culture.
- Identify and report health and safety hazards, accidents, incidents, injuries and property damage within the workplace.
- Taking reasonable care to ensure their own safety and not placing others at risk, including appropriate use of equipment and PPE.
- Complying with the requirements of the City of Unley's WHS management system.
- Attending WHS training and following instructions and advice provided.
- Using and caring for equipment, including personal protective equipment, as instructed.
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.

Key WHS Accountabilities:

- Council's Code of Conduct outlines Accountabilities for WHS non-conformances








EQUAL OPPORTUNITY EMPLOYMENT

Contribute to the promotion and adherence of the employee conduct standards and in particular Equal Opportunity by adhering to the provisions of relevant legislative requirements.



ORGANISATIONAL VALUES

Actively support and contribute to the City of Unley's organisational values

	<ul style="list-style-type: none">• Pursue Excellence – we strive for the best in all that we do
	<ul style="list-style-type: none">• Achieve Together – we deliver results by working together across all of Council
	<ul style="list-style-type: none">• Demonstrate Integrity – we do the right thing at all times
	<ul style="list-style-type: none">• Customer First – we understand and deliver on customer expectations
	<ul style="list-style-type: none">• Be Progressive – we think outside the box to innovate and improve

NOTE: Appointment to this position is subject to successful completion of a pre-employment medical assessment.

4. PERFORMANCE AND SKILL REQUIREMENTS:

a) Qualifications/Experience

Essential

- Certificate III or higher relevant tertiary qualifications and/or extensive experience relevant to the position.
- Driver's Licence – MR (Medium Rigid)
- Experience in working in a team environment.
- Work Zone Traffic Management (WZTM) accreditation.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.

Desirable

- Experience liaising with customers and resolving queries.
- Experience in parks and reserves maintenance.

b) Knowledge


Essential

- Contemporary knowledge of open space management principles

Desirable

- Knowledge of the Work Health and Safety Act 2012 (SA), and Work Health and Safety Regulations 2012 (SA)
- Knowledge of practices and procedures related to open space management operations.
- Knowledge of the principles of customer service excellence





**c) Skills
Essential**

- Ability to contribute to problem solving and decision making.
- Organisation skills, including planning and prioritising maintenance work and job requirements.
- Willingness and ability to work as an effective team member and contribute towards team goals.
- Ability to relate to a diverse work environment and to proactively resolve concerns constructively.
- Able to adopt innovative approaches, new ideas and opportunities.
- Effective oral and written communication skills.
- Proficiency in the use of Microsoft Office and the ability to use smart tablets in a working environment.

By signing this position description, the employee and the employee's manager agrees that it is an accurate reflection of the responsibilities and requirements of the position:

Incumbent:

Date:

Manager:

Date:

