



Position Description

Team Leader (Parks and Gardens)

Award: West Wimmera Shire Council Enterprise Agreement 2021

Classification: Band 3, plus applicable allowances

Name of Occupant:

Employment Status: Full-Time – ongoing

Location: Kaniva



Accountability Statement

Reporting to the Leading Hand, the Team Leader (Parks and Gardens) plays a key role in supporting the delivery of Council's Tree Management and Streetscape Plans. This position contributes to the maintenance, presentation, and care of Council-managed parks, gardens, properties, and public facilities across the towns and localities within the West Wimmera Shire.

Position Objective

- Assist in the development and review of the Tree Management Plan, and applicable Policies and Procedures.
- Conduct regular inspections of street and park trees to assess health, safety, and maintenance needs.
- Implement tree maintenance regimes, including pruning, removal, and planting.
- Maintain accurate records of inspections and maintenance activities.
- Support the design and delivery of streetscape and landscaping projects, including plant selection and layout and irrigation systems.
- Apply sound horticultural practices to ensure parks and gardens remain attractive, functional, and well-maintained.
- Assist with community liaison regarding tree and landscape issues.
- Assist to coordinate and oversee contractors engaged in tree and landscape projects.
- Enhance and maintain the Council's parks, gardens, properties and facilities including transfer stations, and Works Depots in accordance with Council contracts, programs, and budgets.
- Maintain playground equipment located in Council parks and reserves and report any cases of unsafe equipment requiring attention by others.
- Remove and dispose of litter, clean and maintain Council assets including street furniture, bins, picnic facilities, drains, footpaths and kerb and channel in a neat, tidy serviceable condition.

Key Responsibility Areas

General

- Operate and utilise Council plant and equipment in the execution of responsibilities and duties and for which appropriate licences are held.
- Operate and maintain plant and equipment, including hand tools, safely and in accordance with specifications, procedures, and statutory requirements.
- Record accurate details of plant usage and times worked on various jobs. Routinely submit timesheets, plant and asset maintenance reports and other data online as required by management.
- Maintain plant and equipment through routine maintenance programs as detailed by Council's workshop staff including regular greasing, fluid level checks and any specific checks required for the individual plant item operated.
- Liaise with Leading Hand and workshop staff to ensure that plant is regularly serviced, and any problems are reported.
- Prior to use, carry out pre-start inspections on plant and equipment to ensure that they are safe and ready to operate.

- Keep plant and equipment clean and secure.
- Perform work and communicate with others in the execution of duties and responsibilities.
- Perform work on Council controlled assets and other contractual work and tasks as directed by the line manager.
- Assist with after-hour call outs and emergency response.
- Communicate and co-operate with fellow employees so that work is carried out efficiently, safely, and economically.
- Ensure that any public contact is conducted respectfully and in accordance with Council's policies and procedures.

Occupational Health and Safety and Risk Management

All employees have a responsibility to:

- Immediately report to their supervisor any unsafe conditions or activities, near misses, or injuries in the workplace;
- Stop work on any task which they consider to be unsafe and immediately report the situation to their supervisor;
- Assist new employees in the use of proper work procedures and practices
- Work in a manner that will not endanger themselves or any other person;
- Use personal protective clothing or equipment as provided;
- Report any defective/damaged personal protective clothing, equipment, or gear;
- Comply with instructions given by a supervisor or OHS Manager pertaining to the use of personal protective clothing, equipment or gear or any matter in relation to Health & Safety;
- Not to interfere with anything that has been provided in the interest of Health & Safety in the business unit;
- Not engage in any occupations that require a certificate unless the relevant certificate or permit is held, and they have been approved by WWSC to carry out such work;
- Not attempt any task unless they are capable and competent to carry out the task; and
- Actively participate in Council's rehabilitation and return to work programs if you are injured.

Accountability and Extent of Authority

- Work independently or as part of a team.
- Apply developed skills and exercise discretion, seeking guidance when necessary.
- Responsible for the quality of own work and that of any supervised staff.
- Supervise others, including contractors, as required.

Judgment and Decision Making

- Plans routine work schedules.
- Assess and determine appropriate actions based on town amenity, plant health, available resources, and time constraints.

- Ensure regular checks and maintenance of parks and gardens equipment.
- Engage with the public professionally and escalate issues when beyond scope.

Specialist Skills and Knowledge

- Safe and competent operation of mechanical plant including, but not limited to, trucks (4.5 to 13.9 t GCM), front end loader, excavator and backhoe and mowers.
- Proficient use of power and hand tools including, but not limited to, chainsaws, pole saws and pruning equipment.
- Demonstrated experience in tree maintenance, irrigation and horticulture.
- Basic project planning and material estimation.
- Ability to interpret and work from plans.
- Perform basic servicing and safety checks on equipment.

Management Skills

- Effectively manage team time and resources to meet operational goals.
- Effectively manage contractors to meet quality, safety and output requirements.

Interpersonal Skills

- Work collaboratively in a team environment.
- Apply sound judgment and problem-solving skills.
- Demonstrate initiative and innovation.
- Understand and follow Council's Safe Work Management Systems.
- Communicate effectively both verbally and in writing.

Qualifications and Experience

- Current Victorian Drivers Licence (Medium Rigid truck licence is highly desirable)
- Construction Induction Card (white card) Victoria.
- Basic operation of chainsaw certificate of competency (Intermediate/tree felling competency is highly desirable)
- Polesaw operation competency/proof of training.
- Experience in the care and maintenance of public parks and gardens.
- Horticultural / arborist qualifications or equivalent experience.
- Experience in the operation of medium and light plant and equipment.
- As part of West Wimmera Shire Council's recruitment and selection process, a satisfactory Police Check and Working with Childrens Check (Vic) is required.

Key Selection Criteria

- Demonstrated ability to work effectively within a team.
- Supervisory experience is desirable.
- Experience in the care and maintenance of parks, gardens and facilities and performing general manual labouring tasks including irrigation installation.

- Experience operating plant and equipment such as tractors, front end loaders, chainsaws, pole saws and mowers competently and safely.
- Skilled in the use of a variety of power and hand tools.
- Experience maintaining plant and equipment and performing basic daily servicing and maintenance tasks.

Organisational Relationships

Reports to:	Leading Hand (Parks and Gardens)
Supervises:	No direct reports
Internal Liaisons:	Infrastructure, Development and Works team
External Liaisons:	Ratepayers and public Contractors

Equal Opportunity

West Wimmera Shire Council offers a work environment free from discrimination, sexual or other harassment, victimization, and vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Child Safe Standards

West Wimmera Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

Personal Health Information

Personal and Health Information collected by Council is used for recruitment and if the applicant is successful will be used for Human Resources. The Personal and Health Information will be used solely by Council for this purpose and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information after finalisation of the appeals process. Information relating to unsuccessful applicants may be destroyed by Council after 12 months from this time.

Employee Approved

PD Review Date	Name	Signature
March 2026		

Approved By

PD Review Date	Position	Name
March 2026	Operations Manager	Thea Griffin
March 2026	Human Resource Manager	Julie Braisby