

Position Description

Position Title:	Bushland Management Crew Leader
Business Unit:	AMS - Parks
Department:	Infrastructure Services
Directorate:	Engineering Services
Classification:	Band 4
Date:	May 2015
Reports to:	Environmental Programs Coordinator
Supervises:	Bushland Management Officers, Volunteers, Apprentices and Trainees
Internal Liaison:	<ul style="list-style-type: none"> • Bushland Management Officers – daily on operational issues • Infrastructure services administration staff – daily on operational issues • Team Leader Bushland and Garden Services – as required • Environmental Programs Coordinator – daily on relevant issues • Conservation Engagement Officer – as required to integrate work programs • Parks Service Coordinators – daily to program and integrate work requests • Parks Staff – daily to program and integrate work • Volunteers Coordinator – as required • Other Infrastructure staff and Council Departments – as required
External Liaison:	<ul style="list-style-type: none"> • Residents and general public – on a daily basis • Community Interest Groups – as required • Contractors – as required to arrange work • Suppliers – as required to arrange goods • Service authorities – as required to locate services • Government bodies – as required • Industry groups – as required.

1. Position Objectives

- To maintain, protect, preserve and enhance Council's bushland reserves.
- Facilitate community understanding of Council's parks, natural reserves and areas of remnant vegetation.

2. Key Responsibility Areas / Position Specific Responsibilities

****Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees***

Main areas of responsibilities will include but is not limited to:

Bushland team on ground works programs

- Coordinate day to day activities of the Bushland Management Team.
- Supervise staff and volunteers in carrying out tasks for the maintenance and development of bushland areas throughout the municipality.
- Provide input into and implement works programs, in line with agreed timelines.
- Ensure works programming is considerate of other users, events and casual park bookings.
- Provide input into and implement an annual planting program.
- Coordinate the collection of indigenous plant seed.
- Maintain accurate records for risk, budgeting and cost control.
- Keeping up to date with current bushland management practices.

Bushland Contractors

- Provide onsite direction to contractors when required.
- Monitor and report contractor service failures.
- Arrange for supply of goods and services within budgetary constraints as required, under direction from the Environmental Programs Coordinator.

Community Engagement and Volunteers

- Induct, train and supervise work placement participants and volunteers.
- Assist with the planning and facilitation of community participation and reserve interpretation services.
- Work with various community interest groups to participate in community planting and events, including weekends and after hours when required.
- Promote awareness of Council's natural assets.

Resource Coordination and Allocation

- Accountable for the allocation of appropriate plant and labour to achieve program commitments.
- Maximise the efficient use of Council plant, equipment and staff.
- Ensure plant and equipment is maintained and available.

Quality, OHS, Environmental and Specification Compliance

- Operate within the Parks Service Unit's quality, safety and environmental management systems.
- Ensure compliance with Standard Operating Procedures (SOP's) and Safe Work Method Statements (SWMS) and monitor all OH&S issues within the Bushland Management Team.
- Assist the Coordinator in the development, implementation and regular review of SOP's and SWMS for all relevant activities.

Customer Service

- When required, investigate and inspect customer requests within the set timeframes and contact customers where required.
- Customers are treated professionally and courteously at all times.
- Coordinate existing resources to best meet customer requests.

First Aid Activities

- Undertake quarterly checks of the supplied first aid kit to ensure it is compliant.
- Assist with any incident investigations and unresolved issues connected with the use of first aid supplies.
- Provide first aid within your office as required.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Exercising discretion within standard Bushland Management practices and processes, undertaking and implementing quality control measures.
- Exercising high precision Bushland Management skills using various materials and specialised techniques.
- Providing direction, leadership and on-the-job training to Bushland Management Officers, Apprentices, Trainees and Volunteers.
- Ensuring that all employees and volunteers under their direction are trained in safe working practices, the safe operation of equipment and all occupational, health and safety policies and procedures.

4. Judgement and Decision Making Skills

Judgement and decision making will be within the following scope:

Independently

- Supervision and on the job training of staff, contractors and volunteers.
- Selection and quantification of resources required for maintenance and development of work.
- Resolution of minor issues associated with contractors and employees.

With Input

- Assist in the development of works programs.
- Assists with the preparation of SOPs and SWMS.

Recommends and Identifies

- Provides technical input into biodiversity related matters.
- Appropriate plants for indigenous landscape projects.
- Appropriate plant and equipment from a range of available alternatives.
- Identifies areas for improvement within the bushland management team and the Parks unit.
- Report relevant issues to the Parks team leaders.

Guidance

- Works under direction from the Environmental Programs Coordinator.
- Guidance and counsel are always available within the time available to make a choice.

5. Specialist Skills and Knowledge

The essential position requirements include:

- Highly skilled bushland horticulture work.
- Must have the ability and skills to provide training in bushland management and related post-trades or specialist disciplines through on-the-job training as required.
- A thorough understanding of the relevant technology, procedures and processes used within the business unit.
- Implement strategies and programs to balance competing demands and priorities, ensuring that service standards and business plan outcomes are achieved.
- Implement works plans and planting programs.
- Ongoing recognition of high bushland management standards acknowledged by peers and public.
- Have a working knowledge of and responsibility for personnel policies and practices applicable to the bushland management team.

6. Management and Interpersonal skills

The essential position requirements include:

- Ability to gain co-operation and assistance from members of the public and other Infrastructure Services employees in the performance of bushland management activities.
- Freedom to plan, ability to direct and undertake highly skilled bushland management work.
- Supervise the bushland management team on a day to day basis, and assist with their tasks as required.
- A knowledge of personnel policies and practices applicable to the work performed and employees supervised.

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

Essential

- A recognised Diploma level qualification in Conservation and Land Management or equivalent, and prepared to undertake further education.
- Demonstrated experience in bushland management.
- Demonstrated skills in the coordination of staff and contractors.
- Demonstrated detailed knowledge of plant and manual handling techniques.
- Demonstrated skills in safe and competent operation of specific plant and equipment.
- Demonstrated well developed written and verbal communication skills, including basic operation of a range of computer software programs; e.g. MS Word / Outlook / Internet Explorer.
- Demonstrated customer service skills.
- Demonstrated broad understanding and application of Occupational Health and Safety practices and procedures.
- Demonstrated availability to regularly work after hours as required, including occasional Saturdays and Sundays, and a willingness to work a flexible spread of hours.
- Current Victorian Drivers License.

7. Notes and Comments

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

Prepared by:

Name:		Signature:	
Date:			

Manager:

Name:		Signature:	
Date:			

Director:

Name:		Signature:	
Date:			

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical Requirements of the position

Summary

Date of last review: May 2015

Authorised by: Oliver Vido

Physical Requirement	Task Details	Frequency (% of the working day)				Medical Provider Comment/Opinion
		Rare	Occasional 0-33%	Frequent 34-66%	Constant >66%	
Mobility/Postures						
Sitting			✓			
Standing					✓	
Walking					✓	
Crawling				✓		
Non Manual Handling						
Squatting/crouching				✓		
Kneeling			✓			
Bending				✓		
Reaching				✓		
Twisting/trunk rotation			✓			
Fine manipulation/pinch grip				✓		
Power/open hand grip			✓			
Writing/typing			✓			
Climb ladders		✓				
Climb or descend down stairs			✓			
Low level work			✓			
Leg/foot controls			✓			
Manual Handling – lift, carry, push, pull or hold						
1-5kg					✓	
5.1 – 10kg				✓		
10.1 – 15kg				✓		
15.1 – 20kg			✓			
Over 20kg		✓				
Lift floor to hip				✓		
Lift waist to shoulder			✓			
Lift overhead			✓			
Pushing/pulling			✓			

Cognitive Demand	Yes	No
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others	✓	
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

Definitions	
Mobility/Postures	
Sitting	Stay in a seated position
Standing	Standing in an upright position, moving less than three steps
Walking	In an upright position moving more than 3 steps
Crawling	Move on the hands and knees or by dragging the body close to the ground
Non Manual Handling	
Crouch / squat	To lower the body by bending forward from legs and spine, buttocks on or near the heels
Kneeling	To lower the body
Bending	To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds
Reaching	Extending arms out in any direction
Twisting / truck rotation	Rotating the body to one side or the other without moving the feet
Fine manipulation / pinch grip	Fingers are on one side of the object and thumb on the other, typically without the object touching the palm
Power/open hand grip	Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended
Low level work	Performing manual handling actions at or near ground level
Manual Handling	
Lift / carry / hold	Raising or lowering an object from one level to another and holding / transporting the object using the hands, arms, or on the shoulders
Pushing / pulling	Applying force to move something away or closer to one's self, including static positions
Kilograms of force (kg.f)	Amount of force or effort required to perform a specific task or part of a task

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Main areas of responsibilities will include but is not limited to:

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.