

POSITION TITLE:	Team Leader Open Spaces
DEPARTMENT:	Infrastructure and Delivery
POSITION HOLDER:	
REPORTS TO:	Coordinator Open Spaces
TERM OF EMPLOYMENT:	Permanent Full Time
APPROVED BY:	Manager Works
DATE:	July 2025
CLASSIFICATION:	Band 6 in accordance with the Buloke Shire Council Enterprise Agreement

POSITION OBJECTIVE:

- Effective leadership of delegated staff involved in the operations of the Urban, Parks and Waste Services Team
- Perform routine maintenance and co-ordinate day to day running of Council's Parks and Playgrounds, Town drainage, Public Amenities, Aerodromes, Landfills, Transfer Stations and other Urban Areas
- Ensure compliance with all relevant legislation, Codes of Practice and best practice at Council's parks and playgrounds, town drainage, public amenities, aerodromes and other urban areas.
- Provide relief for Coordinator Open Spaces.
- Coordinate day to day operations of Council's Landfills, Transfer Stations
- Provide leadership in promoting a strong safety culture across Open Spaces, Urban, Parks and Waste operations, ensuring the health, safety and wellbeing of employees, contractors and the community.
- Ensure all operational activities are planned and delivered in accordance with the **Occupational Health and Safety Act 2004 (Vic)**, Regulations, Codes of Practice and Council OHS policies and procedures.
- Actively identify, assess and control operational risks associated with urban maintenance, waste services, landfills, transfer stations and public spaces.

KEY RESPONSIBILITIES AND DUTIES:

- Provide advice and support to the Coordinator Open Spaces including identifying opportunities to improve services outcomes, efficiency and value for money.
- Provide mentoring and support to members of the Urban and Parks, Waste and Environment team,
- Lead and demonstrate safe work practices at all times, ensuring staff and contractors comply with Council OHS policies, Safe Work Method Statements (SWMS), Job Safety Analyses (JSA/JHA) and relevant procedures.

- Identify workplace hazards, conduct risk assessments and implement effective control measures, including regular inspections of worksites, plant, equipment, parks, playgrounds, landfills and transfer stations.
- Ensure all incidents, hazards and near misses are reported, investigated and actioned in a timely manner, with corrective actions implemented and monitored.
- Ensure staff are appropriately trained, inducted and competent to safely perform their duties, including plant operation, waste activities and high-risk tasks.
- Monitor the safe use, maintenance and compliance of plant, vehicles and equipment in accordance with legislative and Council requirements.
- Coordinate and support Return to Work and injury management processes in consultation with People & Culture and the Coordinator Open Spaces.
- Ensure contractor OHS compliance, including verification of insurances, SWMS, inductions and adherence to Council safety standards while on Council worksites.
- Participate in OHS audits, inspections and continuous improvement initiatives to enhance safety performance across the Open Spaces and Waste operations.
- Keep accurate records and documentation of staff leave forms, timesheets, daily plant sheets, incident reports, waste data, inspection sheets and any other document request.
- Respond to all maintenance requests and all request for new kerbside collection in a reasonable time frame
- Ensure good housekeeping is performed and applied consistently in all areas of operation.
- Perform the duties of After-Hours Duty Officer as part of Council’s after-hours emergency response team.
- Work as a key team member of the Infrastructure and Delivery Department, including identifying efficiency and service quality improvements.
- Carry out all other duties as reasonably requested in accordance with Council’s policies and the functional requirements of the Infrastructure and Delivery department.
- Provide relief for the Coordinator Open Spaces during periods of annual leave or other extended leave when requested.
- Coordinate the delivery and collection of temporary waste services, allocating recycling and commercial waste collections at various council and community functions.
- A willingness to undergo further training
- Coordinate tasks for Landfill Attendants to ensure Landfills and Transfer Stations are neat, clean and tidy
- Coordinate maintenance activities based on the Open Spaces Preventative Maintenance Program urban, parks, transfer stations and landfills.
- Ensure all relevant customer requests are acted upon in a timely manner.

ORGANISATIONAL ENVIRONMENT:

Reports to: Coordinator Open Spaces

Directly Supervises: Urban Maintenance Operators - Medium Plant and Heavy Plant Operators, External Contractors, Street Sweeper Operator, Heavy Plant Operators, Landfill Operators, Relief Landfill Operators and Saleyards Staff as required.

Internal Liaisons: Senior Leadership Team, Manager Works, Council Staff External Liaisons:

Members of the community, government departments and agencies, contractors and trades persons, Customer Service Operators, Manager Communications.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Authority to provide advice to customers, subject to statutory regulations and Council Policy.
- Problem resolution is structured by management systems, information technology standards, legislation and equipment and may involve adapting previous experience to new situations. More complex problems will be referred to the Coordinator Open Spaces.
- Specialised work may require methods and procedures to be developed utilising theoretical options and/or previous experience.

JUDGEMENT AND DECISION MAKING:

- Make decisions consistent with the level of delegation.
- Make decisions regarding day-to-day allocation of staff, plant and equipment resources to deliver the Open Spaces Preventative Maintenance Program subject to availability of budget resources and regular consultation with the Coordinator Open Spaces
- Make decisions regarding day-to-day allocation of waste staff, plant and equipment resources to deliver the waste/recycling, saleyard and aerodrome operations subject to availability of budget resources and regular consultation with the Coordinator Open Spaces.
- Problem resolution should be based on a thorough understanding of Urban and Park related procedures and guidelines and may be based on previous experience.
- Guidance and advice is usually available within the organisation.

SPECIALIST SKILLS AND KNOWLEDGE:

- Proficiency in the application of urban and parks maintenance techniques, including ability to implement associated best practice.
- Skilled in the inspection or report requirements of playground equipment.
- An understanding of the long-term goals of the Works and Technical Services Department, including the Road Management Plan and the relevant policies of both the Department and the wider organisation. An understanding of the long-term goals of the Infrastructure and Delivery Department, including the Road Management Plan and the relevant policies of both the Department and the wider organisation. Demonstrated team leadership, employee management and supervisory skills.
- Intermediate skills and experience in the use of MS Office suite, including Word, Outlook and Excel.
- Ability to prepare correspondence including, but not limited to reports, rosters, memorandums and general correspondence.

MANAGEMENT SKILLS:

- Ability to manage time efficiently.
- Ability to manage and coordinate staff and plant resources.
- Capability to plan your work priorities.
- Identify potential hazards and rectify.

INTERPERSONAL SKILLS:

- Good oral and written communication skills are required for this position.
- The ability to liaise with suppliers, contractors, members of the public and other staff members in

the administration of efficient works practices.

- The ability to identify potential problems and assist in providing solutions.

QUALIFICATIONS AND EXPERIENCE:

- Demonstrated understanding of drainage, park, footpath, kerb and channel and public areas maintenance and associated policies and procedures.
- Previous experience in the operation of vehicles over 13.9 tonnes GCM.
- Demonstrated interpersonal, oral and written communication skills are required for this position.
- Construction Induction Card.
- Intermediate computer skills in Word and Excel programs.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives.
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke 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.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

KEY SELECTION CRITERIA:

- A current Victorian driver licence or state equivalent.
- Satisfactory National Police Records check.
- Demonstrated understanding of drainage, park, footpath, kerb and channel and public areas maintenance and associated policies and procedures.
- Skilled in the inspection or report requirements of playground equipment or willing to undertake training.
- Previous experience and demonstrated skills in employee management.
- Knowledge and understanding of OHS issues relevant to general activities and worksites.
- Demonstrated ability to manage time and set priorities.
- Excellent written and verbal communication skills.

- Considerable skills and experience in the use of MS Office suite, including Word, Outlook and Excel

VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:
Director Infrastructure and Delivery
Date

Agreed by:
Ryan Hemley
Manager Works
Date

Agreed by:
Lee Patten
Coordinator Open Spaces
Date

Agreed by:
Team Leader Open Spaces
Date