POSITION IDENTIFICATION	
POSITION TITLE: Leading Hand– Parks & Infrastructure	**SECTION:** Parks & Infrastructure / Infrastructure
AWARD: Local Government Industry Award 2010 and Shire of Peppermint Grove Employee Collective Agreement	**HOURS:** 60 – 76 hours per fortnight
DEPARTMENT: Infrastructure	**SUPERVISES:** General Hands and external contractors as required
REPORT TO: Manager of Infrastructure Services	**Level 4**

ACCOUNTABILITY OBJECTIVES
To support the Manager Infrastructure Services in delivering high-quality parks, gardens and infrastructure maintenance. The position provides day-to-day leadership to staff, coordinates contractors and promotes safe, efficient and professional work practices, quality outcomes and public safety.

REQUIREMENT OF THE POSITION

SKILLS, KNOWLEDGE & EXPERIENCE/SELECTION CRITERIA: **ESSENTIAL**

1. Relevant horticultural qualification or progress towards one.
2. Demonstrated ability to supervise and coordinate external contractors.
3. Experience in parks, gardens, infrastructure maintenance and practical reticulation work.
4. Ability to operate hand tools, plant, machinery and vehicles safely and competently.
5. Good organisational, administrative, literacy, numeracy, computer and Microsoft Office skills.
6. Ability to identify hazards, assess risks and maintain safe work practices in public environments.
7. Knowledge of Work Health and Safety requirements and practical safety leadership.
8. Good communication, customer service, consultation, problem-solving and time-management skills.
9. Current white/blue card safety accreditation.

10. HR licence for operation of the Shire's truck and loader.
11. Possession of, or ability to obtain, a satisfactory Police Clearance Certificate.

DESIRABLE

Desirable: Previous Local Government experience; machinery competency certificates; First Aid certification.

KEY RESPONSIBILITIES AND SELECTION CRITERIA

OUTCOME 1: PARKS, GARDENS & INFRASTRUCTURE

- Undertake and coordinate parks, gardens, reserves, foreshore and infrastructure maintenance, including mowing, fertilizing, planting, tree watering, minor pruning, drainage, reticulation, graffiti removal and minor repairs.
- Monitor the condition of landscaped areas and facilities, identify work requirements and check completed work for quality.
- Assist with maintenance of vehicles, plant and equipment and operate authorised plant and vehicles safely.
- Ensure irrigation systems operate effectively and comply with applicable Water Corporation restrictions.
- Assist with procurement, materials and delivery of works and support implementation of asset management requirements.

OUTCOME 2: SUPERVISION & CONTRACTOR COORDINATION

- Provide day-to-day direction and support to staff and monitor work performance and quality.
- Coordinate and monitor contractors, suppliers and service providers to ensure works are completed safely, efficiently and to the required standard.
- Communicate operational issues, performance concerns and significant matters to the Manager Infrastructure Services.
- Contribute to team meetings, continuous improvement, reporting and budget preparation as required.

OUTCOME 3: WORK HEALTH, SAFETY & PUBLIC AREAS

- Ensure their own safety and avoid adversely affecting the safety and health of any other person by following safety rules, procedures and standards at all times
- Demonstrate leadership and comply with statutory obligations, Council Policy, Industrial Awards, OSH and EEO legislation.
- Ensure safe practices are adopted in carrying out work in isolation and with others, including compliance with statutory obligations and

Council's Policy and Procedures, maintaining a duty of care in all aspects of work.

- Provide visible safety leadership and ensure employees and contractors follow Shire procedures, PPE requirements and approved work practices.
- Plan work before commencement using appropriate risk assessments, including Take 5s, JSAs, SWMS and pre-starts where applicable.
- Identify and control hazards associated with traffic, pedestrians, cyclists, plant, vehicles, weather, heat, manual handling, chemicals, machinery, irrigation and other site conditions.
- When working in parks, reserves, footpaths, verges, roadsides, foreshore areas and other public places, establish appropriate barriers, signage, exclusion zones, pedestrian diversions and traffic controls.
- Maintain safe access around work sites and manage interaction between workers, contractors, plant, vehicles and the public.
- Stop or modify work where an immediate or uncontrolled risk exists and promptly report hazards, incidents, near misses, injuries, property damage and public safety concerns.

OUTCOME 4: CUSTOMER SERVICE & COMMUNICATION

- Maintain professional and courteous relationships with residents, visitors, contractors, suppliers and other stakeholders.
- Respond to routine customer requests and complaints within delegated authority and agreed timeframes.
- Communicate work activities, access restrictions and safety requirements to members of the public where appropriate.
- Escalate significant complaints, safety issues or matters outside delegated authority to the Manager Infrastructure Services.

OUTCOME 5: CORPORATE SUPPORT

- Assist the Manager Infrastructure Services with routine correspondence, reports, budgets and operational information.
- Support compliance with Council policies, procedures, legislation, industrial requirements and relevant standards.

PRINCIPAL CONTACTS	
WHO	**PURPOSE**
Internal • Manager Infrastructure • Leading Hands **External** • Electors/Residents • Government Agencies • Other Local Governments • Suppliers • Contractors • Training bodies • Labour supply bodies	• To provide timely and accurate information to the Manager Infrastructure Services regarding Works projects. • Maintain Shire's infrastructure assets to an acceptable standard in accordance with Council policy and procedures. • Ensure that staff carry out their responsibilities efficiently and consistently in line with direction from the Manager Infrastructure Services.

EXTENT OF AUTHORITY
Works under the general direction of the Manager Infrastructure Services within Council policies, procedures and delegated authority. The position is expected to exercise initiative in day-to-day operations and escalate matters involving significant safety or public risk, expenditure, service disruption or issues outside established procedures. The Leading Hand is expected to identify practical solutions to routine operational problems using experience, procedures and established guidelines, and to take immediate action where an unacceptable safety or public risk is identified.

WORKING RELATIONSHIPS
Internal: Manager Infrastructure Services and other depot staff. External: Residents, contractors, suppliers, government agencies, other local governments and training bodies. and labour supply providers.

PERFORMANCE & SAFETY REVIEW
Performance will be reviewed at least annually against service delivery, supervision, contractor coordination, customer service, compliance and safety leadership. The position will participate in relevant pre-starts, toolbox meetings, Take 5s, JSAs, SWMS reviews, inspections and other safety processes.

POSITION AND INCUMBENT DETAILS	
Date PD First Issued	
Supervisor/Manager	
Date	

PD REVIEW RECORD:		
We the undersigned, agree that both parties mutually agreed upon the amendments made to this position description and associated manuals, on the dates listed below.		
INCUMBENT:	SUPERVISOR:	DATE:
INCUMBENT:	SUPERVISOR:	DATE:
ÏNCUMBENT:	SUPERVISOR:	DATE:

POSITION OCCUPATIONAL SAFETY AND HEALTH REQUIREMENTS
LEADING HAND POSITION
JOB SAFETY ANALYSIS (JSA)

Overview: To provide a high-quality service in all areas of responsibility to both customers and the Shire.

The Leading Hand is expected to carry out the following tasks:

- Supervision of general hands.
- Implement direction from Manager Infrastructure Services on-site.

PHYSICAL DEMANDS CRITERIA

Sitting:	
Walking:	
Bending or Stooping:	
Lifting:	
Arm and Hand Movement:	
Reaching:	
Carrying:	
Neck Flexion and Rotation:	
Handling/Dexterity:	
Eyesight:	
Hearing:	
Psychological Factor:	
Literacy Skills:	

AREAS OF POTENTIAL HAZARD AND RISK