

POSITION DESCRIPTION

Position Title:	Open Space Coordinator
Position Number/s:	INF-160
Employment Type:	Full Time, Permanent
Hours of Work:	72.50 hours per fortnight, nine (9) day fortnight
Location:	Council's Airport Depot
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Classification:	Level 6
Directorate:	Infrastructure Services

POSITION OBJECTIVE

The Open Spaces Coordinator is responsible for coordinating the maintenance, presentation, operation, and continuous improvement of Council's Open Space assets, including parks, recreational facilities, cemeteries, public amenities, and designated airport operational areas.

The position provides operational leadership, planning and technical advice ensure Open Space services and approved capital works programs are delivered safely, efficiently and in accordance with approved service levels, budgets, legislative obligations, and Council's standards. The position supports effective service delivery by identifying and implementing practical improvements within its area of responsibility.

ORGANISATIONAL RELATIONSHIPS

Reports to: INF-200 Manager Facilities
Directly Supervises: INF-161 Open Space Team Leader

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

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KEY RESPONSIBILITIES

1. Foster a positive and accountable workplace culture with a strong focus on workplace health and safety and consistently deliver on workplace health and safety performance measures identified in Council's Safety Management System.
2. Effectively lead and supervise direct reports in accordance with contemporary human resource management practices to achieve the efficient and effective operational outcomes of the Open Spaces section including:
3. Managing the performance and delivery against approved Open Space standards and capital works programs;
 - a. Ensuring required standards of work are delivered within the agreed time frames;
 - b. Ensuring compliance with Council's Safety Management System, relevant Council Policies, Codes and Regulations including ensuring direct reports understand and lead these workplace requirements;
 - c. Monitoring works and services to ensure delivery within approved budget constraints;
 - d. Effectively planning and coordinating labour, plant, materials and contractors.
4. Contribute to the development and review of the Open Space Policies and asset management planning and develop, implement and review operational Service standards, inspection programs, maintenance programs and approved capital works programs within the position's area of responsibility.
5. Consult and collaborate with the Infrastructure Services senior management team in the planning, coordination and implementation of the Program of Works, providing specialised technical and operational advice relating to Open Space asset management and service delivery.
6. Coordinate the maintenance, operation, and management of Council's Open Space assets by:
 - a. Planning and coordinating maintenance programs for parks, gardens, reserves, streetscapes, landscaped areas, public amenities, cemeteries, recreational facilities and other Council-managed community assets to achieve approved service levels. are met. This may include coordinating mowing, irrigation, tree management, repairs to park furniture and playgrounds, turf maintenance, streetscape presentation and open space improvement programs;
 - b. Monitoring and maintaining standards of presentation, accessibility, safety and functionality for Council's Open Space assets;
 - c. Monitoring asset condition and identifying maintenance, renewal and replacement priorities, and escalating significant risks or matters requiring further approval;
 - d. Ensuring accurate records are maintained in relation to asset condition, defects, regular inspections, work orders and completed maintenance activities;
 - e. Developing and maintaining effective working relationships with internal departments, contractors, community organisations, sporting groups, facility operators, government agencies and other stakeholders to support effective Open Space service delivery.
7. Coordinate cemetery operations including:
 - a. Ensuring burial coordination, funeral services and cemetery records are managed respectfully, accurately and in accordance with Council requirements;
 - b. Coordinating the maintenance and presentation of cemetery grounds and associated infrastructure.
8. Prepare annual and revised budget submissions for areas of responsibility in accordance with Council's Budget Guidelines, and monitor expenditure and program delivery against approved budgets, identifying and reporting material variances.
9. Oversee the timely and effective management of customer requests within the designated area of responsibility, ensuring appropriate investigation, action, communication and documentation, and escalating complex or significant matters where required.
10. Utilise relevant modules of the Technology One Enterprise Resource Planning system, including Council's Enterprise Content Management (ECM) system and other relevant corporate systems, to support service delivery and maintain accurate records.

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11. Provide updates to immediate supervisors, as per the structure, including:
 - a. Weekly updates on progress areas of responsibility identifying cost versus progress.
 - b. Written monthly reports that outline cost and progress to date, items that vary from forecast by +/- 5% with reasons and issues that impact upon delivery of achieving forecasted program.
 - c. Preparation of reports for Council concerning direct area of responsibility.
12. Comply with Council's Workplace Work Health and Safety Management System, including; WHS policies, SWMS, procedures, safe work method statements, risk controls, personal protective equipment requirements and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, and report hazards, incidents, injuries and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure near misses.
13. Comply with reasonable and lawful directives given in the workplace, work cooperatively as part of the team, protect Council resources and undertake any other lawful and reasonable duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience coordinating the maintenance, operation and service delivery of Open Spaces, parks, recreation facilities, community assets or similar infrastructure.
- Demonstrated ability to lead employees, coordinate contractors, and manage service delivery outcomes to achieve operational requirements.
- Sound knowledge of parks, open space maintenance, irrigation systems, community asset operations, workplace health & safety and risk management practices.
- Demonstrated experience in project and program coordination including works programming, procurement, contract administration, budget preparation and monitoring.
- Sound Knowledge and understanding of quality assurance, environmental and WHS management systems relevant too operational service delivery.
- Highly developed organisational, planning, analytical and problem-solving with the ability to manage competing priorities and resolve complex operational issues effectively.
- Well-developed written, verbal and interpersonal communication skills, including the ability to prepare reports, contribute to the development and implementation of policies and procedures, and effectively manage stakeholder relationships
- Demonstrated ability to effectively use corporate systems and technology relevant to asset, financial, records and service delivery management.

| Education/Qualifications |

Essential:

- General Safety Induction Certificate (Construction Industry) "White Card."
- Relevant qualification in horticulture, parks and gardens, open space management or a related discipline, and/or demonstrated equivalent knowledge, skills and substantial relevant experience appropriate to the requirements of the position.

Desirable:

- Certificate IV or higher qualification in Horticulture, Parks and Gardens, Leadership and Management, Project Management, Asset Management or a related discipline.

POSITION DESCRIPTION

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.
- Working in Proximity to Traffic competency or ability to obtain.
- Current First Aid and CPR accreditation or ability to obtain.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position is primarily an indoor role and requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and mobile device.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting and carrying.
- This position is required to carry out periodic field work across Council's Open Space assets and may involve walking over uneven terrain and exposure to heat, weather and other in environmental conditions.
- The position may be required to work weekends, outside normal hours and reasonable overtime in accordance with operational requirements and applicable employment conditions.
- This position may be required to travel, work and camp throughout the Council region.
- This position may be required for participation in emergency, storm, flood and disaster response activities when required.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Manager: _____ **Signature:** _____
(Name)

Date: _____

**Executive
Manager:** _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____