

Position Title:	Field Officer Parks
Directorate:	Infrastructure
Award/Agreement:	TOC Enterprise Agreement 2021 (and any subsequent agreement)
Classification level:	4
Directly reports to:	Coordinator Parks and Environment
Positions under Direct Supervision:	Nil

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This position contributes to the Town's management of its parks, streetscapes and trees through regular monitoring of the Town's reserves and natural areas, assisting with maintaining them to achieve an aesthetically pleasing and safe environment.

Objective 1: Horticulture and Maintenance

- Assist in pruning of plants and horticultural maintenance.
- Assist in the application of horticulture chemicals and fertilisers.
- Undertake minor chemical spraying when necessary.
- Monitoring of irrigation systems.
- Manage water demands by monitoring irrigation usage of landscaped areas and new plantings.
- Assist in supervising Parks and Environment contractors on site.
- Obtaining quotations for Parks and Environment works.
- General park maintenance.
- Inspect parks, playgrounds and furniture and reporting of issues.
- Oversee general maintenance of Lake Claremont Parklands, liaising with the bush care officer and community groups
- Assist operational staff and contractors with their daily work requirements in a friendly, helpful and professional manner.
- Ensure that tools and equipment operate efficiently, are maintained in a safe condition, and report any faults.
- Liaise with the supervisor Parks and Environment for the provision of equipment and materials needed to carry out general maintenance.
- Be available for after-hours call-outs as required.
- Carry out other duties as requested by your Supervisor/Manager/Executive Manager.

Objective 2: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 3: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 4: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Sound knowledge, experienced and maintenance of the safe operation of hand tools, minor plant and vehicles.
- Basic knowledge of horticultural practises.
- Ability to work alone and with minimal supervision.
- Sound work planning skills
- Ability to work in a team environment.
- Sound verbal and written communication skills.
- Chainsaw Operators Ticket.
- C class Driver's License.

Desirable

- Sound knowledge of tree & plant species and their cultural requirements.
- Previous experience in a similar position.
- Apply First Aid.
- Certificate of Horticulture or equivalent field.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

Signatures

Chief Executive Officer Approval

Signature	Date
Employee	
Signature	Date

Review date:	
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