

APPLICATION PACKAGE

Team Leader – Parks and Gardens

BODDINGTON TOWN PROFILE

Nestled on the banks of the Hotham River is the township of Boddington. Located within easy reach of the metropolitan area, the Boddington Shire boasts rural living at its best with essential services close at hand.

A relatively young town, Boddington was originally gazetted in 1912. The name Boddington comes from Henry Boddington a shepherd who grazed his sheep on the banks of the Hotham River in the late 1800's. European settlers first came to the district in the early 1860's. The district had several localities, Marradong, Crossman, Hotham, Camballing, Lower Williams and Quindanning. Many of the early settlers set up their farming operations in these locations and built communities around their farms.

The region was originally home to the Noongar people who used the area seasonally for food and water as well as quarrying stone and ochre mining. Many of the Aboriginal people worked in the agricultural industry after the settlers came, providing labouring and shearing services.

In addition to farming, the town had a number of key industries including timber, which led to the construction of a railway line from Dwellingup to Boddington and then on to Narrogin that was used to cart the timber to local sawmills. The town also had a Tannin Extracts Factory, which provided employment into the 1960s. The town's main industries now are agriculture and mining, with gold being the main mineral produced.

Boddington has been recognised as an ideal location for hobby farms and retirees. Orchards (nectarines, peaches, apples, olives), vineyards, Blue gum plantations, marron farming, donkey breeding, lavender farming and Protea trees are some of the diverse industries introduced into Boddington over the past two decades.

Boddington offers residents all the essential services they need to enjoy a more relaxed way of life without sacrificing on convenience. With an established school, shops and recreational facilities, Boddington really is the best of both worlds.



SHIRE OF BODDINGTON INFORMATION

SHIRE OFFICE

Office: 39 Bannister Road,
Boddington WA 6390

Email: shire@boddington.wa.gov.au

Website: www.boddington.wa.gov.au

Telephone: (08) 9883 4999

SHIRE COUNCIL

Shire President: Garry Ventris

Deputy Shire President: Eugene Smalberger

Councillors: Coert Erasmus
Earl Schreiber
Ian Webster
Lee Lewis
Andrew Ryley

Council Meetings are held on the 4th Thursday
of each month at 5.30pm

SHIRE STATISTICS

Population: 1,705 (2021 Census)

Area: 1,900km²

Distance from Perth: 123km

Length of Roads: 113km sealed, 141km unsealed

Local Industries: Bauxite and gold mining, sheep, cattle, cereal crops, timber, pine and blue gum plantations.

Number of Electors: 974

Number of Dwellings: 832

Number of Employees: 42

Suburbs & Localities: Boddington, Crossman, Marradong, Quindanning, Ranford

INFORMATION FOR APPLICANTS

Applicants, who demonstrate that they meet the requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview.

To enable a valid assessment of your application, it must include the following information.

1. Covering Letter

A covering letter introducing yourself and explaining why you are applying for this position.

2. Selection Criteria Responses

This is the most important part of your application. To be eligible for consideration, an applicant must meet all essential selection criteria as part of the shortlisting process. Although there is no specific requirement in the formatting of responses, all selection criteria must be addressed. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your suitability for the position.

3. Resume (Curriculum Vitae)

Your resume should contain the following information:

- personal details – e-mail address, name, postal address, contact telephone number/s;
- summary of work experience including dates and details of tasks performed in each position, commencing with the most recent;
- education and training relevant to the position, including photocopies of relevant formal qualifications;
- any activities you have undertaken outside of work which are relevant to your application; and
- details of at least two referees who can provide comments on your work performance

4. Other Documents (optional)

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

5. Referees

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing day to day performance. Referee details should be provided on the understanding that they may be contacted without any prior notification.

6. Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

JOB ADVERTISEMENT

Team Leader – Parks and Gardens

The Shire of Boddington is a values driven organisation, proud to be serving our community with a diverse range of services. It is in servicing this great community that the Shire is seeking a suitably experienced and motivated individual to join our Works & Services team as Team Leader, Parks and Gardens.

Together with the Parks and Gardens Team, the Team Leader will strive to deliver the Shire's Parks and Gardens Works and Maintenance Program.

The successful applicant must be able to demonstrate:

- Comprehensive knowledge, understanding and recent practical experience in horticultural, turf management and irrigation practices
- Informed ability to provide industry advice to employees, contractors, residents and members of the public
- Sound leadership skills with experience and the ability to apply Work, Health and Safety requirements, process and practices relevant to parks maintenance work
- Working knowledge of mobile plant and equipment including (but not limited to) tractors, mowers, edgers, chainsaws, brush cutters, water pumps etc
- Effective use of time management and organisational skills to plan, build and monitor the achievement of work schedules

The successful candidate will also:

- Have a positive collaborative attitude with a keen interest in building and strengthening community ties
- Be able to pass a pre-employment medical
- National Police Clearance (no more than three months old)
- Current Safety Awareness Card (White or Blue)
- Current "C" Class Drivers Licence

A competitive salary package of up to \$81,154.61 per annum is on offer, inclusive of:

- Cash component of up to \$70,548.35 (inclusive of allowances)
- Superannuation
- Training and Development opportunities

To apply for this role, please refer to the Application Package for further details.

For any further queries about the role, please contact Jeff Atkins, Manager Works & Services on 9883 4999. For further information about the application process, contact Lauren Portman on 9883 4999 or hr@boddington.wa.gov.au.

Applications will close on Friday 20th January 2023, 4pm.

POSITION DESCRIPTION

Team Leader – Parks and Gardens

1. TITLE

Team Leader - Parks and Gardens

2. DEPARTMENT

Works and Services

3. ORGANISATION RELATIONSHIPS

- | | | |
|-----|-------------------------|---|
| 3.1 | <u>Responsible To</u> | Manager of Works & Services |
| 3.2 | <u>Internal Liaison</u> | Manager of Works & Services; Colleagues |
| 3.3 | <u>External Liaison</u> | Local Residents; Local Organisations |

4. KEY RESPONSIBILITIES OF THE POSITION

Leadership

- Autonomously lead the Parks and Gardens Team to consistently deliver a high standard of work
- Provide guidance to other workers and to have input into improving and developing structured maintenance routines
- Organise and motivate team to be responsible for their work and be flexible to changing priorities and job requirements
- Maximise performance of the Parks and Gardens Team in order to maintain a good public image of the Shire
- Maintain a high standard of morale within the team and the wider organisation
- Communicate and co-operate with the general community to facilitate the effectiveness of the Parks and Gardens Team
- Provide hands on assistance and supervision of the Parks and Gardens Team

Operational

- Mowing grass on verges, parks, ovals and reserves
- Planting garden beds and weed control through digging and spraying
- Pruning of street trees and shrubs on land under Shire control to a high standard
- Undertake watering programs of gardens, trees, ovals and parks including the operation and maintenance of reticulation systems
- General horticultural duties including identifying plant pests, weeds and flora diseases
- Town site maintenance through emptying public rubbish/recycle bins, cleaning out of town site storm water drains, performing inspections, minor repairs/painting of infrastructure, including pathways (replacing slabs and pavers) seats, grab rails, signposts, bus shelters, toilets, change rooms and play equipment
- Grave digging and cemetery maintenance
- Promote safety awareness and ensure a safe working environment for self and others

- Accept responsibility for quality and standard of own work and contribute positively to the continuous improvement of shire operations
- Undertake administrative duties including completion of timesheets, plant pre-start checks, reporting of plant defects and recording of job specific records
- Attend and participate in regular toolbox meetings with field staff encompassing workplace safety, work practices and schedules and other work related issues
- Comply with the shire's Customer Service Charter and Code of Conduct
- Co-operate with other staff and departments to ensure provision of personnel and/or plant for essential works
- Provide on the job training, guidance and performance feedback to team members as required
- Understand and apply traffic management principles and standards
- Undertake such other duties as may be directed by Manager Works and Services
- Ensuring that the all plant and equipment are secure at all times
- Carry out daily maintenance of plant being operated and report faults
- Operate other plant when required
- Support and aid the implementation of continuous improvement initiatives
- Active participation in team meetings by contributing ideas and information
- Undertake manual labouring duties as required

5. OTHER DUTIES

Any other duties consistent with the level of this position and the principles of multi-skilling including providing assistance to the Works and Services Team, if and when required.

6. EXTENT OF AUTHORITY

This position operates under the general direction of the Manager Works & Services within established guidelines, policies and procedures of Council.

7. SELECTION CRITERIA

Essential

- Comprehensive knowledge, understanding and recent practical experience in horticultural, turf management and irrigation practices
- Well-rounded interpersonal skills and an ability to establish and maintain positive working relationships with internal and external stakeholders
- Have a constructive, collaborative attitude with a keen interest in building and strengthening community ties
- Sound leadership skills with experience and the ability to apply Work, Health and Safety requirements, process and practices relevant to parks maintenance work
- Working knowledge of mobile plant and equipment including (but not limited to) tractors, mowers, edgers, chainsaws, brush cutters, and water pumps
- Effective use of time management and organisational skills to plan, build and monitor the achievement of work schedules

Desirable

- Qualifications relevant to the position such as Current Senior First Aid Certificate; Chainsaw Operator Certificate; Basic Worksite Traffic Management Certificate
- Possess a current WA HR driver's license

Other

- Must be able to pass a pre-employment medical
- Must be physically fit, able to walk and stand for long periods of time
- National Police Clearance (no more than three months old)
- Current Safety Awareness Card (White or Blue)
- Current "C" Class Drivers Licence