

Our organisation values Courage, Accountability, Safety, Teamwork, and Honesty in all we do

POSITION DESCRIPTION

Position title:	Superintendent (Parks & Open Spaces)
Position Number:	56
Department and Section:	Infrastructure, Public Spaces, Parks & Open Spaces
Band/Level:	Local Government (State) Award : Band 2 Level 3 Grade 13 Step 1 \$1,620.00 to Step 5 \$1,862.90 (dependent on experience and qualifications)
Reports to:	Asset Operations Coordinator (Public Spaces), Asset Manager (Public Spaces)
Direct reports:	Ganger (Parks & Open Spaces), Leading Hand (Parks & Open Spaces), Plant Operators and Labourers
Indirect reports:	Nil
Basis of Employment:	Full- Time, Permanent 38 hours per week
Location:	Moree
Additional Benefits:	Superannuation Guarantee Ability to Salary Sacrifice PPE Provided or Uniform Allowance Rostered Day Off Every 2 Weeks Leaseback Vehicle Provided (suitable for line of work)

OBLIGATIONS TO THE ORGANISATION

Moree Plains Shire is a strong, robust community that provides a relaxed, healthy, and harmonious lifestyle with an economy that supports the local region and preserves the important environmental qualities of our area. Moree Plains Shire Council are committed to playing our role to help build the community we want for our future and leading the way in fostering a healthy, positive, and well-resourced community.



POSITION OBJECTIVE

- Lead the day-to-day planning, programming, organising, and supervision of staff and contractors to deliver routine maintenance and project works across Council's Open Space Network, including parks, sports fields, cemeteries, ovals, main streets, and village precincts.
- Ensure all works are completed safely, efficiently, on time, and within budget, in accordance with Council specifications, policies and procedures, legislative obligations, industry standards and community expectations.
- Provide clear operational direction and oversight to ensure the effective utilisation of plant, equipment, materials, and labour while maintaining a safe, compliant and productive workplace.
- Foster a positive and accountable team culture and uphold high standards of customer service by engaging with stakeholders in a professional, respectful, and timely manner.
- Play an active role in delivering quality open space and recreation services, aligned to Council's Community Strategic Plan priorities and the adopted maintenance and beautification programs.

ABOUT YOU

You are an experienced supervisor who leads by example and takes pride in delivering high quality outcomes through your team. You bring proven capability in coordinating and motivating field staff and contractors with the ability to set clear expectations, monitor progress and drive accountability for safe and efficient work practices.

Your strong organisational and time management skills enable you to manage competing priorities and ensure works are completed to standard, on time and within budget. You communicate with confidence and clarity, fostering productive relationships with colleagues, contractors and the community, whilst resolving issues in a professional and solutions-focussed manner.

You thrive in a team environment, contributing to a culture of safety, respect and performance and have the resilience and adaptability to lead your team through challenges and deliver operational outcomes.

KEY DUTIES AND RESPONSIBILITIES

Routine & Project Works

- Plan, program, manage, and supervise routine maintenance and project works for Council's Open Space Network; inclusive of but not limited too Parks, Sports Fields, Village Cemeteries, Ovals, Main Street and Surrounding Villages.
- Play an active role in delivering quality parks, open spaces, and recreation services, in line with Council's Community Strategic Plan priorities and the adopted maintenance and beautification programs.
- Undertake asset inspections, record and prioritise defects, and program required maintenance and/or repairs, ensuring pre-construction audits are completed.

- Coordinate and allocate resources (staff, contractors, plant, and materials) to deliver agreed works programs efficiently and effectively.
- Monitor and improve work methods, ensuring project works and maintenance activities reflect best practice and industry standards.
- Prepare and/or contribute to Maintenance Schedules, Project Management Plans, WHS Plans, Environmental Plans, and Traffic Guidance/Management Plans.
- Prepare and/or contribute to strategies for the overall improvement of Council's Open Spaces Network.
- Conduct audits on performance, productivity, and compliance, and implement corrective actions where required.
- Liaise with stakeholders, including landowners, residents, contractors, and suppliers, to ensure pre-site requirements and community expectations are met.
- Promote and maintain substantial improvements in the maintenance, standard and amenity of Council's Open Spaces Network.

Financial & Resource Management

- Monitor costs and budgets to ensure works are delivered within allocations and accurately costed.
- Authorise and check staff timesheets, plant sheets, daily records, and contractor claims to ensure accuracy, compliance, and timeliness.
- Oversee procurement of goods and services, ensuring compliance with Council's Procurement Policy and alignment with required quality and specifications.

Staff Supervision & Development

- Provide clear direction, delegation, and supervision to work crews and contractors, ensuring productivity, safety, and quality outcomes.
- Mentor and train staff through on-the-job development, toolbox meetings, and ongoing feedback.
- Conduct annual performance reviews, identify training needs, and support staff capability development.
- Promote a culture of accountability, teamwork, and customer service, ensuring staff understand and comply with Council policies and standards.

Work Health & Safety

- Lead by example in implementing WHS procedures, legislation, and codes of practice.
- Ensure all works comply with Council's WHS Management System, including timely reporting of incidents, hazards, and near misses.
- Carry out WHS and Quality Assurance audits on staff and contractors, driving continuous improvement in safety outcomes.

- Fulfil obligations under the WHS Act 2011, WHS Regulations 2017, and Workers Compensation legislation, ensuring a safe workplace for all.

Administration & Communication

- Investigate and respond to internal and external enquiries and complaints in a timely and professional manner.
- Provide technical advice and input into process improvements, documentation, tenders, estimates, and quotations.
- Attend meetings, training, and community forums as required, representing Council in a professional capacity.

Plant & Equipment Management

- Plan and monitor plant utilisation to maximise availability, effectiveness, and compliance.
- Audit plant usage, pre-start documentation, and Verification of Competency (VOC) requirements.
- Assist with preparing plant specifications and evaluations when requested.

Other Responsibilities

- Contribute to the Infrastructure Directorate's planning, budgets, and strategic reviews.
- Support emergency response and out-of-hours callouts on a rostered basis.
- Undertake other duties consistent with the role, as reasonably directed.

ESSENTIAL CRITERIA

- Certificate IV in Horticulture and/or extensive relevant experience (minimum 5 years) in horticultural maintenance operations of Open Spaces Networks including Parks, Sports Fields, CBD areas.
- Experience in managing multiple tasks and projects, including detailed works planning, programming and setting out.
- Proven ability to problem solve and interpret engineering plans, drawings, specifications, procurement documentation and contract requirements.
- Demonstrated budget management skills, including cost control, expenditure monitoring, quantity calculations, estimating and understanding of budget processes.
- Strong interpersonal, teamwork and communication skills with the ability to engage and motivate staff, contractors and stakeholders.
- Proven leadership and staff management capability, including performance oversight, mentoring and fostering a safe and productive team culture.
- Ability to manage competing priorities, work to deadlines, adapt to changing situations and perform effectively under time pressures.

Literacy, Numeracy, and Record Keeping:

- Strong literacy, numeracy and computer skills with demonstrated ability to prepare and keep accurate records and reports.
- Competency in the use of computer applications including Microsoft Outlook, Excel and Word.

Tickets and Licences:

- General Construction and Induction (White Card)
- Current NSW Class C Driver Licence
- Traffic Control Certificate – Traffic Controller (TC)
- Traffic Control Certificate – Implement Traffic Guidance Scheme (IMP)
- Traffic Control Certificate – Prepare Work Zone Traffic Management Plans (PWZ)

Immunisations required:

- Ability to provide evidence of up-to-date immunisations, including Hepatitis A & B and Tetanus and maintain currency throughout employment.

COMMON CRITERIA

- Demonstrated commitment to reconciliation, and to working constructively and respectfully with Aboriginal and Torres Strait Islander individuals and communities.
- Demonstrated commitment to inclusive work practices and respect for all people.
- Must be willing to commit to further training and development as required.
- Have a Unique Student Identifier code prior to commencement.
- Ability to complete Moree Plains Shire Council's Workplace Health and Safety onboarding modules prior to commencement.
- Complete pre-employment health screening and provide evidence of relevant immunisations.
- Ability to provide evidence of working rights in Australia.
- Successful completion of all induction and probationary reviews within 3 months of commencement.
- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime, and disaster and emergency situations when required.
- All staff must comply with NSW Office of Children's Guardian child safe standards.

DESIRABLE CRITERIA

- Experience in Local Government and recreational management of parks.
- Playground Safety Inspector (Level 2) Certification.
- Chemical Management Ticket.
- Experience in the use of Civica Authority software including BIS, Asset and Customer modules.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Moree Plains Shire Council's policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: