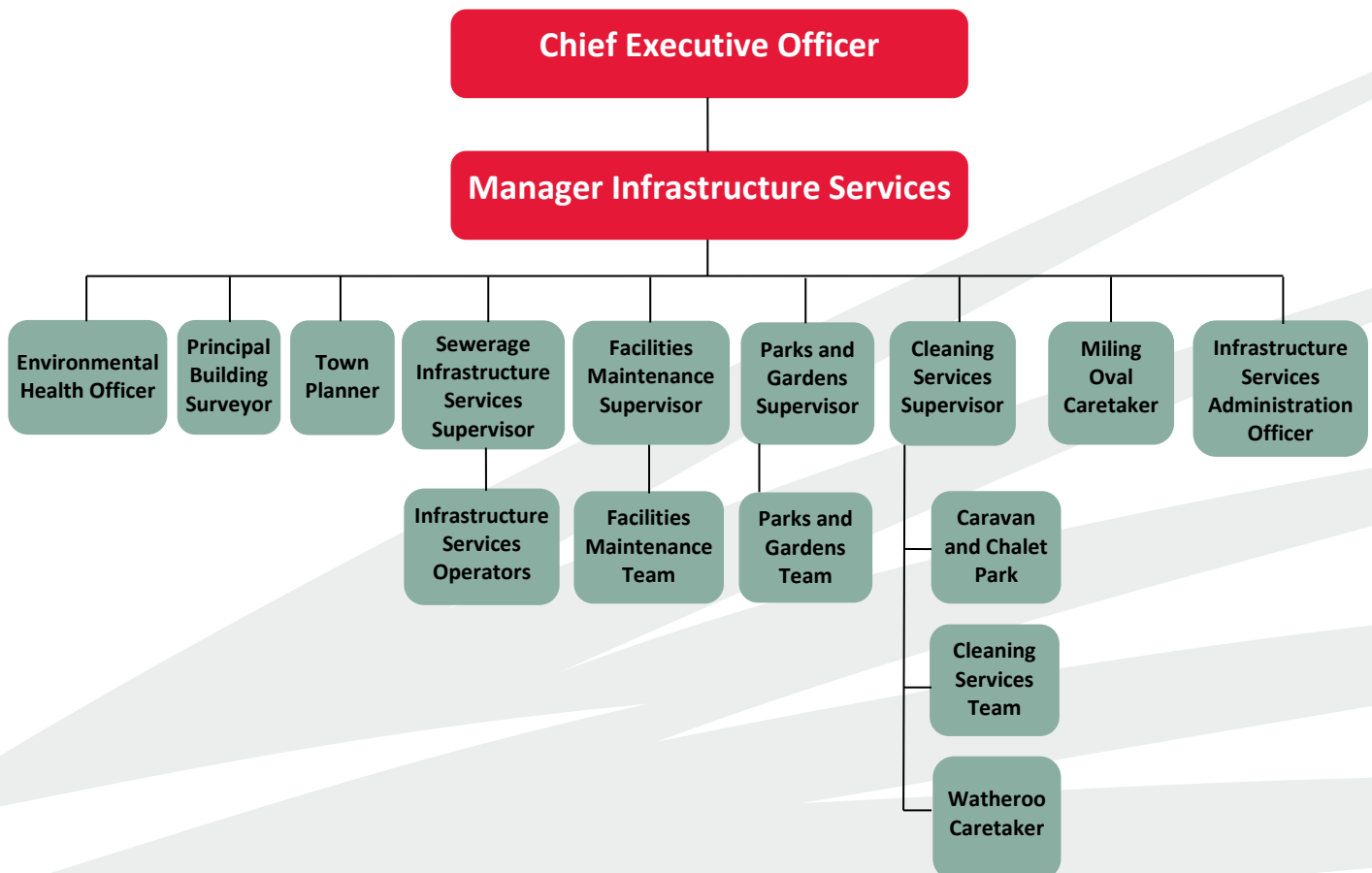


Position Description

1. Position Identification

Title:	Parks and Gardens Supervisor
Department:	Infrastructure Services
Location:	Across the Shire of Moora
Award:	Local Government Industry Award 2020 – Industrial Agreement
Level:	6 to 7, depending on skills and experience

2. Reporting Relationship



3. Context

Every employee at the Shire of Moora is an ambassador of our organisation and contributes to the achievement of the organisation's vision and mission. In performing their roles, all employees are expected to uphold the Shire's values and abide by its Customer Service Charter.



Our vision: Shire of Moora – a vibrant, affordable regional centre with a growing, caring community.



Our mission: To provide the leadership, services and infrastructure that meet the needs of the community and surrounds.



Our values: The key values that the Shire will uphold in all its activities are:

- **Leadership** – by example and through a passion for what we do.
- **Accountability** – for our actions, guided by principles of honesty and integrity.
- **Respect** – for others, through understanding, tolerance and inclusiveness.
- **Professionalism** – by thinking strategically and working with a local and regional perspective.
- **Consultative** – regularly engaging, consulting and communicating with the community.



Our Customer Service Charter: Our services will help people navigate their way.

The Shire will interact with its clients by being:

- Professional in all our dealings
- Patient, friendly and helpful
- Responsive and timely
- Accurate
- Fair in our processes
- Integrated, streamlined and connected

4. Position Objective and Key Responsibilities

The Parks and Gardens Supervisor is responsible for providing on-site leadership to the Parks and Gardens team and contributing to planning, scheduling and delivering maintenance programs.

Tasks include, but are not limited to:

- Supervising and coordinating day-to-day parks and gardens operations.
- Allocating tasks and monitoring work performance and quality.
- Assisting with planning, scheduling and prioritising works.
- Liaising with contractors and internal stakeholders.
- Reporting operational issues, maintenance needs and resource requirements.
- Leading and participating in gardening and maintenance tasks, including lawn mowing, edging, weeding, mulching, spraying, pruning and watering.
- Propagating and variegating plants, including trees, flowers, shrubs, bushes and hedges.
- Controlling pests and weeds, implementing condition and treatment plans across seasons.
- Ensuring timely and accurate completion of relevant administrative processes essential to the Parks and Gardens Supervisor role, including timesheets, invoices, receipts and supplier reports.
- Participating in quality management systems, including continuous improvement activities and training.

Corporate Responsibility (All Employees)

- In all actions, be accountable and employ ethical decision making and good governance in line with Council's Code of Conduct, values, policies, and procedures.
- Demonstrate an ongoing commitment to the Shire's Customer Service 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 public and always promote Council's operations in a professional manner.
- Adhere and follow the Shire'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.

Work Health and Safety (WHS) (All Employees)

- Comply with all work procedures for hazard identification, risk assessment and risk control.

- Actively participate in WHS activities or programs associated with the management of WHS.
- 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.
- Identify and report health and safety hazards, accidents, incidents, injuries, or property damage at the workplace.
- Ensure the correct personal protective equipment is worn or used for the task or activity, as required or directed.

5. Selection Criteria

Essential	Desirable
• Experience in horticulture, parks or grounds maintenance. • Demonstrated team leadership and supervision capability. • Sound understanding of workplace health and safety practices. • Experience with irrigation, lawn maintenance and herbicide application. • Strong communication and organisational skills. • Ability to undertake physical work in a variety of weather conditions. • Current C Class driver's licence. • Valid Construction Induction Card (White Card).	• Certificate III (or higher) in Horticulture or a related discipline. • HR driver's licence. • Previous experience in a Local Government environment.

Employment is contingent upon:

- Provision of a current satisfactory National Police Clearance.
- Pre-employment medical assessment, including drug and alcohol testing.

6. Key Accountabilities

Within Department

- Assist with the maintenance of parks, gardens, reserves and public open spaces across the Shire.
- Carry out mowing, pruning, planting and general horticultural tasks, as directed.

- Maintain parks and gardens to required presentation and safety standards.
- Assist with irrigation and reticulation maintenance.
- Operate plant and equipment safely and efficiently.

Within Organisation

- Follow Council policies, procedures and work instructions.
- Maintain safe work practices and comply with WHS requirements.
- Support team operations and assist other staff, where required.
- Provide reliable and consistent service delivery.

7. Principal Contacts

Internal	External
• Chief Executive Officer • Manager of Infrastructure Services • All other employees • Elected Members	• Customers • Ratepayers • Stakeholders • Suppliers

8. Extent of Authority

Works within the confines of standards and procedures under general supervision of the Manager Infrastructure Services.

9. Performance and Development Review

The Parks and Gardens Supervisor will meet with the Manager Infrastructure Services for a performance appraisal and evaluation:

- throughout the Probation Period;
- at the completion of the probation period, as stipulated in the employment contract; and
- annually, from the date of employment commencement.

The annual performance appraisal is an opportunity for two-way feedback between the Parks and Gardens Supervisor and the Manager Infrastructure Services, focusing on goal setting, professional development and continual improvement.

10. Position and Incumbent Details

All parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all updated Position Descriptions must be returned to Human Resources.

Current Incumbent (name):	
Incumbent Signature:	Date:
Manager's Signature:	Date:
Approved by Chief Executive Officer (signature):	Date:

Date position description first created:	April 2026
Position description prepared by:	Manager Infrastructure Services
Date employee appointed to the Shire:	
Date employee appointed to this position:	