



Schedule 2 – Position Description

Position Name:	Horticulture and Town Services Supervisor
Position Number:	5004
Directorate:	Communities
Team:	Horticulture and Town Services
Position Status:	Permanent Full Time
Classification Level:	Queensland Local Government Industry (Stream A) Award Level 3-4
Reports to:	Manager of Community Facilities
Accountable for:	All Horticulture and Town Services Teams
Located:	Longreach
Revised:	January 2025

Our Vision

Connecting Council and Community

Our Mission

Delivering excellent service

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

The Horticulture and Town Services Supervisor is responsible for overseeing the daily activities of staff, ensuring the efficient and effective use of resources. This role involves managing the maintenance and beautification of public spaces including parks, gardens, civic spaces, cycleways, pathways, streetscapes, and recreational areas, enhancing the community's aesthetic appeal. The supervisor develops and implements work programs and service standards to align with community expectations and council policies. Building and maintaining trust with various stakeholders, including management, peers, and the public, is essential.

Position Responsibilities

Functional Areas	Key Accountabilities
Leadership and Team Management	<ul style="list-style-type: none"> • Provide leadership to the Horticulture & Town Services team, including goal setting, delegation of work tasks and projects, performance management, staff development, succession planning, and fostering a high morale and high-performing team. • Ensure that toolbox talks are held where safe work practices are discussed amongst staff. Allowing regular safety briefing on SWMS and any changes in hazards and risks to be discussed. • Make decisions about health and safety that may affect work activities or other people, in line with Council Safety Management System policies and procedures.
Program and Operations Management	<ul style="list-style-type: none"> • Establish and implement work programs, schedules, and service standards to meet community needs and council policies for streetscapes and greenspaces. • Oversee the completion of programmed works and reactive maintenance and improvement of all facilities. • Overseeing the maintenance and beautification of parks, gardens, and recreational areas to ensure they are safe, clean, and visually appealing. • Oversee street sweeping operations to ensure service delivery standards and community needs are met. • Oversee the maintenance of cemetery grounds, ensuring a respectful and sensitive approach. • Ensuring the efficient use of resources, including equipment, materials, and budget.
Event and Community Support	<ul style="list-style-type: none"> • Liaise with the Events Coordinator regarding duties associated with civic and community events. • Liaise with the Facilities Coordinator and Funerals Business Support Officer regarding coordination of funeral services, including staffing.
Greenspaces and Streetscapes Maintenance	<ul style="list-style-type: none"> • General duties including, but not limited to, mowing, whipper snipping, hedging, pruning, weeding, herbiciding, collection of litter, mulching, and planting of new trees and shrubs as directed. • Installation and maintenance of irrigation and sprinkler systems, and reporting and resolving faults. • Oversee the identification of footpath faults in greenspaces and streetscapes, including reporting issues to the relevant personnel for rectification.

Equipment Operation and Maintenance	<ul style="list-style-type: none"> • Operation of plant and equipment as required for the maintenance of all streetscapes and recreational open spaces. • Undertake maintenance and minor repairs of plant and equipment as required.
Other Duties	<ul style="list-style-type: none"> • Other such relevant duties as required from time to time, which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

Key Relationships

Supervisor	Manager of Community Facilities	The Horticulture and Town Services Supervisor will have an effective relationship with the Manager of Community Facilities and is responsive to their requests.
Works with -Internally	Horticulture and Town Services Team	The Horticulture and Town Services Supervisor will have a positive relationship with their colleagues, which involves providing supervision and direction through active collaboration, sharing ideas and working together to create a conducive environment.
Works with - externally	Relevant stakeholders	The Horticulture and Town Services Supervisor will have an approachable, attentive, respectful relationship with all relevant stakeholders.

Inherent requirements

- **Passion for Horticulture:** A genuine passion for creating thriving greenspaces and beautifying streetscapes.
- **Interpersonal Skills:** Strong interpersonal skills to liaise with colleagues, clients, stakeholders, sponsors, and team members.
- **Strategic and Operational Planning:** Ability to develop and implement effective strategic and operational plans that focus on resource management, staff coordination, sustainable practices, and ensuring the optimal growth and health of plants while aligning with organisational objectives.
- **Leadership and Team Management:** Ability to effectively lead and manage a team.
- **Physical Stamina:** Capability to perform physical tasks, including prolonged standing, bending, and lifting.

- **Medical clearance:** A pre-employment medical is mandatory for this role.

Position Requirements

Skills

- Ability to operate, inspect and maintain small plant and equipment for maintenance of turf, trees and shrubs.
- Excellent communication skills with the ability to deal with all levels of staff, management and businesses.
- Excellent customer service skills, both with internal and external customers.
- Developed analytical, negotiation and problem-solving ability.
- Ability to effectively oversee works inline with programmed works.
- Ability to efficiently deal with reactive maintenance as it occurs.
- Strong leadership skills and abilities.

Knowledge

- Demonstrated knowledge of general horticulture principles.
- Demonstrated knowledge of how to operate small and medium equipment, including but not limited to, ride on mowers, chainsaws, whipper snippers, hedge trimmers.
- Demonstrated knowledge on the use and decanting of chemicals and relevant safety requirements
- A thorough understanding of how to maintain a safe working environment.
- Demonstrated knowledge on managing a small team.
- Basic knowledge in multiple software applications including Microsoft Office based software and Synergy Soft highly regarded.
- Knowledge of Council's policies and procedures and relevant Local Government legislation.

Mandatory Experience/Qualifications

- Experience in horticulture maintenance duties.
- Cert III in Horticulture, or equivalent experience.
- Cert IV in Leadership and Management, or equivalent experience.
- Current "MR" Class Drivers Licence.
- Traffic Management Implementation.
- General Construction Induction Card (White Card).
- Operate and Maintain Chainsaws competency.
- Working with Children Check (WWCC) Blue Card
- Chemical Handling competency (Prepare & Apply chemicals; Transport & Store Chemicals; Control Weeds).
- Experience in undertaking and funeral related duties.

Desirable Experience/Qualifications

- Diploma in Horticulture.
- Diploma in Arboriculture.
- First Aid/CPR certification.

Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Willingness to work across all four Longreach Regional Council towns.
- Willingness to be available to respond to emergency situations outside of standard work hours, ensuring the safety of the community by maintaining and addressing urgent issues in greenspaces and town infrastructure.

Delegations and Authorisations

Vehicle Authorisation

A vehicle authorisation for Commute Use is assigned to this position. Please refer to Councils Vehicle Policy and Employee Contract for details of Councils guidelines on vehicle usage. This vehicle is to be distributed for the team as required.

Financial Delegation

A financial delegation of \$15,000.00 is assigned to this position. Please refer to Council's Procurement Management Directive for details of Council's guidelines as per Local Government Act and Regulation. Legislative Sub-Delegations and Authorisations may also be applicable to this position and re detailed in the external public registers. Both registers are available on Council's Electronic Document Management Systems.

Physical Requirements

Physical Demand Category

- Sedentary Work
 Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
 Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
 Heavy Work – Frequent lifting/carrying of objects weighing up to 20kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

Standing/Walking

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Sitting

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Driving

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity
 Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC– SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all Managers and Supervisors for the supervision of employees, including permanent, part-time and casual employees. Your responsibilities include:

1. Setting a good example for staff to follow and encourage a positive attitude to health and safety, ensuring a safe work environment and safe system of work is provided for all employees, contractors, visitors and volunteers.
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2 with particular attention to S19 Primary duty of care for Person Conducting a Business or Undertaking (PCBU) responsibilities.
3. Striving to meet and/or exceed Key Performance Indicator requirements that have been set by management.
4. To comply with instructions given for WH&S at a workplace by the employer;
5. Ensuring all accidents, incidents, serious bodily injuries, work-related illnesses or dangerous occurrences and near misses are reported to the WHSA within the required timeframes (within 24 hours of the event)
6. Conducting an investigation and submit a report for any and all accidents or incidents that have occurred within your area of responsibility within the workplace;
7. Enforcing the wearing of all required uniforms and personal protective equipment, ensuring that the equipment is worn correctly, after providing proper instruction in its use;
8. Not to willfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
9. Not to willfully place at risk the WH&S of any persons at the workplace including yourself;

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10. Adhere to the LRC-SMS by Implementing, maintaining and monitoring the Council's WH&S Management Plan and completing relevant Monthly Action Plan items within your area of responsibility;
 11. Performing all work and associated functions in a safe, efficient and effective manner;
 12. Assisting with the development, implementation and monitoring of departmental WH&S policies, procedures, work instruction and verbal directions within your area of responsibility;
 13. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WH&S;
 14. Instigate and supervise the facilitation of hazard inspections, risk assessments, and the implementation of corrective action to eliminate hazards where practical and / or control risks in the workplace;
 15. Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
 16. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the authorised person.
 17. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions
 18. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
 19. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
 20. Ensuring all employees under your control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
 21. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees. Also assisting with the identification of positions that are suitable for rehabilitation placements.
 22. Attend WH&S Committee meetings as and when required.



Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Tanya Johnson, Director of Communities
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	