

Position Description

Manager Town Services



Job Title:	Manager Town Services
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Division	Division 2 – Section 1
Classification:	Level 7
Classification Type:	Technical
Location:	Kowanyama
Employment Type:	Fulltime – Fixed Term Contract
Department:	Roads Infrastructure & Essential Services
Reports To:	Executive Manager Roads, Infrastructure and Essential Services
Approved:	Chief Executive Officer
Version Date:	April 2026

Position Objective

The Manager Town Services is principally responsible for ensuring public parks, garden areas and open spaces in the Kowanyama Area are presented to satisfactory maintenance standards as required by Council. And the safe operation and maintenance of Councils vehicles and plant to assist with maintenance of Council's open space areas.

Key Responsibilities

The position has the following specific responsibilities:

Under the guidance of the Executive Manager Roads Infrastructure & Essential Services, apply your knowledge of current horticultural techniques to undertake routine and reactive garden maintenance work. Your aim is to ensure that quality horticultural services are carried out in a safe, efficient and cost effective manner.

There are a number of specific responsibilities applicable to this position which include:

- 1) The application of current horticultural practices in parks and/ or garden areas under your jurisdiction, such that these areas are maintained to the standard as Required by Council's Parks Department and expectations of Council.
 - a) Undertake garden and parks maintenance activities which may include all or some of the following activities: pruning and removal of plants; mulching; planting; watering; weed, pest and disease identification and control; litter and rubbish removal;

- b) Site management and general housekeeping activities;
 - c) Perform and complete other tasks as directed by Team Leaders, Supervisors and other Council staff within the required timeframe, including QBuild general grounds maintenance requests
 - d) Report on items outside of your direct responsibility which need maintenance including Council structures such as fences and seating;
 - e) Contribute equally to the effectiveness and efficiency of the work team.
- 2) Establish new Gardens with sustainable post establishment maintenance.
- 3) The use of Council's vehicles and plant to assist the Parks and Gardens Section in the day-to-day operation of maintenance and work programs including:
- a) Maintenance of vehicles and plant to a clean, safe and tidy standard as required by Council's Fleet and Facilities Coordinator;
 - b) The timely reporting of faults or accidents involving Council owned fleet/plant to Councils Fleet and Facilities Coordinator;
 - c) The conveyance of people, machinery and/or materials as required by your Executive Manager Roads Infrastructure & Essential Services;
 - d) The administration of care at all times whilst operating Council's vehicles or plant.
- 4) Other duties
- a) Other duties may be allocated by the Executive Manager Roads Infrastructure & Essential Services. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan.
- 5) Office Duties – routine reporting, rostering, Payroll and HR responsibilities

Note: Key tasks include, but are not limited to, those tasks associated with each of the above areas of responsibility.

The duties listed above are representative and characteristic of the duties required and the level of work performed. The position requires all other related duties be performed as and when required.

Qualifications

- Current Driver's Licence (MR – highly desirable)
- Front End loader competency
- Chemical Application Certification (highly desirable)
- Certificate III (or higher) in Horticulture (highly desirable)
- First Aid Certificate

Knowledge and Experience

Essential:

- Ability to manage and develop a team of staff including performance management.
- Ability to engage with community members in the development of community gardens and open space areas
- Management of parks, gardens and open space areas
- Time management skills related to setting priorities, planning, organisation of workloads and meeting deadlines
- Management level knowledge of Safety legislation requirements for activities and staff.
- Computer skills in all Microsoft Office applications
- Highly developed communication skills, both written and oral

- Ability to lead and to work collaboratively with a broad range of Government and community stakeholders
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people.
- Experience working and living in remote areas and/or aboriginal communities is essential.

Selection Criteria

1. Demonstrate knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrate ability to communicate effectively and sensitivity with Indigenous people.
2. Demonstrated practical experience in the horticulture industry
3. Demonstrated ability to lead and coordinate work teams to ensure effective development and maintenance of the Council's parks, gardens and planned open spaces.
4. The ability to communicate effectively and courteously with Council's clients (including members of the public), other Council staff, community groups, representatives of various Government Departments and other authorities.
5. The ability to work independently or as part of a team.

Key Performance Indicators

Facilities	<ul style="list-style-type: none"> • Maintain Council's parks, gardens and open space areas to a high standard
Planning	<ul style="list-style-type: none"> • Undertake routine work program planning and review for efficiency and effectiveness
Equipment	<ul style="list-style-type: none"> • Maintain all equipment to a working standard
Reporting	<ul style="list-style-type: none"> • Ensure data and statistics are collected and maintained • Accurate reporting to be provided to meet local, state and federal funding requirements • Ensure Parks and Gardens team daily and weekly job cards are completed and accurate
Supervision	<ul style="list-style-type: none"> • Maintain a positive team environment • Encourage development of team members through training and task rotation
Customer service	<ul style="list-style-type: none"> • Maintain a high level of customer service towards all clients • No substantiated complaints • No breaches of confidentiality
Workplace Health & Safety	<ul style="list-style-type: none"> • Follow Council OH&S policies, rules and guidelines • Contribute positively to improvement initiatives • Assist with development of JSA's and SWMS within area of expertise • Demonstrate a strong focus on workplace safety in accordance with Industry standards
Adherence to Council's policies, procedures	<ul style="list-style-type: none"> • Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. • No breaches of Council's policies and procedures • Involvement in the organisation promoting a sense of ownership and teamwork into the organisation

Corporate Responsibilities

Policy and Procedural Responsibilities

- Familiarise yourself with and adhere to all council policies and procedures.

Officer Code of Conduct

- Follow the behaviours, responsibilities, and actions outlined in Council's Officer Code of Conduct. Non-compliance may result in disciplinary action.

Work Health and Safety

- Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees always maintain a current manual "C" class driver's licence where driving forms part of regular work activities.

Organisational Relationships

Reports To:	Executive Manager Roads, Infrastructure and Essential Services
Internal Liaison:	Chief Executive Officer and all Kowanyama Aboriginal Shire Council employees and Councillors
External Liaison:	Kowanyama Aboriginal Shire Council Community, External stakeholders including government departments, contractors and service providers

Mandatory Requirements

- Queensland Driver's Licence.
- Police clearance

Position Description Authorisation

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.