

LEADING HAND, IRRIGATION

POSITION DESCRIPTION

Position Title:	Leading Hand, Irrigation
Responsible To:	Work Group Leader, Horticulture Services
Council Portfolio	City Shaping
Council Program:	City Operations
Classification Level:	Foreman Grade 4

Overview of Portfolio

The City Shaping Portfolio leverages and celebrates our role as a Capital City Council and delivers the services that protect our heritage, Park Lands and urban environment and demonstrates our environmental leadership now and into the future.

Overview of Program

The City Operations Program ensures our City's assets, including streets, parks and other public spaces are attractive, clean, well presented and maintained so we all have a city to enjoy and be proud of.

Key Relationships / Interactions

Internal	Employees across the City Operations Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Contractors City users, rate payers and stakeholders Utility Providers Service Authorities Emergency Services State Government Agencies

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Primary Purpose

As part of the City Operations Program, the Leading Hand – Irrigation will;

- Support the delivery of the Teams Business Plan objectives.
- Assist in the development and maintenance of the city's Parklands, Gardens, Biodiversity sites, Squares, Streetscapes and associated facilities.
- Assist in the development and implementation of safe work practices and ensure compliance to the WHS Act.
- Ensure that all work within the area of responsibility is carried out safely and in accordance with Corporation policy and legislative requirements.
- Deliver quality Horticultural work in line with current Corporation Horticultural Standards.
- Plan and Schedule tasks for the work group to ensure they are productive and efficient.
- Assist with scheduling of irrigation systems aligns with agreed water budgets.
- Co-ordinate the marking out of irrigation systems for events.

Responsibilities

The Leading Hand- Irrigation is responsible for;

- Ensuring a high standard of service is provided to both internal and external customers, guaranteeing their needs and issues are addressed, expectations are clarified and opportunities for improvement are identified.
- Providing support and advice to Corporation staff within area of expertise.
- Supervising designated work groups, overseeing the day to day activities of the team as well as planning for the future.
- Assisting in the development and implementation of training programs, and supervising on the job training for staff and trainees.
- Participating in the development and implementation of strategies to improve productivity and staff morale.
- Liaising with Corporation staff regarding relevant Irrigation maintenance issues.
- Increase current Irrigation standards and turf quality.
- Achieving effective communication with management, team members and customers.
- Developing successful relationships with internal and external clients to enhance the 'One Team' philosophy.
- Implementation of the Corporation's Employee Disciplinary Procedure and Code of Conduct to assist in counseling and conflict resolution outcomes.
- Research and implement (where appropriate) best practice and continuously improve systems & processes. Identify opportunities for innovation to deliver organisational priorities and achieve efficiencies in productivity.
- Understanding the organisation's WHS and Injury Management policy and procedures and undertaking your role within these.
- Provide ongoing supervision, coordination and support of volunteers and staff.
- Supporting the application of and demonstrably engaging in the CoA's Equal Employment Opportunity, cultural diversity and ethical practice policies.

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- Ensuring WHS legislative compliance is maintained within the program or area of corporate responsibility.
- Implementing the CoA WHS management system within the program or area of corporate responsibility.
- Undertaking activities to achieve WHS objectives and targets.
- Identifying and allocating the human and financial resources to ensure a safe working environment is maintained.
- Scheduling all reasonably foreseeable hazards for assessment and control by elimination if possible.

Responsibilities for all Leaders:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Lead and manage your team/s to ensure employee engagement and development, resource optimisation, legislative compliance, and the implementation of ongoing service enhancements.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing.
- Take accountability for identifying, reporting, and responding to WHS incidents or near misses, and ensure the appropriate and responsible use of equipment, supplies, and personal protective equipment (PPE) across the team.
- Lead the team in adhering to security requirements (both physical and cyber) by actively modelling best practices, following secure data handling protocols, supporting secure system management, and ensuring team compliance with all information security and safety obligations.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Ensure completion of all mandatory training and support ongoing professional development both personally and across the team aligned with CoA expectations, compliance requirements and information security.
- Monitor and manage budgets and expenditure within delegated limits to ensure efficient and accountable use of financial resources.

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Position Criteria

Qualifications	Cold Water Plumbers Ticket. A formal qualification in Amenity Horticulture (Cert III or higher) and comprehensive knowledge in Irrigation and associated disciplines.	Essential
People Management	Experience in the coordination and supervision of staff. Ability to work effectively in a changing environment and have a flexible attitude to meeting work demands.	Essential
Financial Skills & Acumen	Knowledge of CoA financial systems and working to a budget.	Desirable
Technical Knowledge & Experience	Demonstrated ability to read and interpret Amenity/Horticultural/Irrigation construction drawings and specifications. Experience in managing/providing leadership to Horticultural work teams.	Essential
Innovation & Initiative	Self-motivated, results oriented and able to initiate actions to ensure objectives are achieved.	Essential
Resource Management & Decision Making	Good understanding of resource and material requirements and allocations. Ability to develop strong relationships with suppliers and negotiate on behalf of Council.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	Excellent customer service skills, including the ability to effectively liaise and engage with members of the public and community groups. Demonstrated high level skills in dealing confidently and courteously with people both internally and externally.	Essential
Collaboration & Communication	Capacity to work independently with minimal direction and collaboratively in a team environment. Experience dealing with members of the public and community groups.	Essential
Administrative Skills	Experience operating computers and the use of relevant Corporation software including Microsoft office products.	Essential
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	<p>Achievement</p> <ul style="list-style-type: none"> • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	<p>Collaboration</p> <ul style="list-style-type: none"> • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	<p>Customer Commitment</p> <ul style="list-style-type: none"> • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	<p>Integrity</p> <ul style="list-style-type: none"> • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	<p>Innovation</p> <ul style="list-style-type: none"> • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Role	Horticulture Leading Hand
Work Area	Horticulture
Physical Demand Rating	Medium Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Driving vehicles and mowers	Critical Range of Motion: Shoulder to 120° flexion. Lift Capacity: Up to 20kg. Push / Pull Force: Moderate force using equipment. Shift Duration: Various times. Environmental Factors: Outdoors. Operating machinery and vehicles at times. Task Rotation: Can change posture regularly. PPE: Steel cap boots, hearing and eye protection. High visibility clothing and gloves as needed. Specific equipment required when handling some chemicals or equipment.
Standing		✓		Varying periods	
Walking		✓		Various terrain; grass, unsealed surfaces	
Climbing	✓			On / off vehicles	
Push / Pull	✓			Using gardening equipment and tools	
Squatting		✓		Accessing ground level	
Gripping			✓	Hand tools, equipment, steering wheel	
Forward Reach		✓		Using gardening equipment and tools	
Lift	✓			Up to 20kg supplies / equipment	
Carry	✓			Up to 20kg short distances	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%)

The work role includes operating various gardening equipment and machinery, including cutting equipment, mowers, pruning equipment, spraying equipment, blowers, edger, gators, planting equipment and various hand tools for gardening.

The work involves at times:

- Sustained postures, i.e. sitting, standing, kneeling, squatting
- Sustained gripping and using hand tools and power tools (arm vibration)
- Lifting and carrying of materials and equipment
- Moderate to high push / pull force

Manual Handling Functional Capacity:

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- Lifting, carrying and holding up to 20kg to waist level
- Push / pull force up to 15kgf
- Frequent gripping and handling
- Frequent forward reaching
- Frequent squatting, bending, kneeling when at ground level
- Frequent accessing ground level

Physical Work Demands include (but are not limited to):

- Vehicle Operation (Utility, mower, tractor and spray equipment)
- Use of hand tools and equipment (e.g. digging, cutters, whipper snipper, hedge trimmer)

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the MySafety Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.