

***Milang and District Community Association Incorporated***

**Position Description**

<b>Position:</b>	<b>Assistant Team Leader On Ground Works</b>
<b>Branch:</b>	Community Development
<b>Location:</b>	Milang
<b>Reports to:</b>	Shoreline Community Team Leader
<b>Hours of Work:</b>	Casual as required
<b>Special Requirements:</b>	Current Police Check & Drivers License
<b>Date :</b>	February 2013
<b>Commencement</b>	February 2013
<b>Remuneration</b>	Gardening and Landscaping Services Award 2010 Level 4 Casual \$23.22 per hour.

---

***Job and Person Specifications***

**1. Summary of the broad purpose of the position, and its responsibilities/duties**

The Milang & District Community Association Inc. (MDCA) is developing Shoreline Community into a viable social enterprise to provide employment and training opportunities for local people. The Shoreline on ground works team undertakes a range of environmental activities including planting of seedlings and weed control measures including slashing, brush cutting, spraying and hand pulling of weeds.

We are looking for an enthusiastic worker who can assist the Team Leader with day to day operations and supervision of on ground work teams. The ability to bring out the best in a team of workers is essential. The successful applicant will assist with vegetation management, general upkeep of vehicles and other machinery used by the work team and in the completion of all paperwork associated with the position in a tidy and timely manner. The assistant will be expected to provide relief for the Team Leader for leave and absences. The successful applicant will have qualifications in Conservation and Land Management, Horticulture or experience in similar work. This is a casual position.

**2. Reporting and working relationships**

The Assistant Team Leader On Ground Works is responsible to MDCA and any delegated representative, in this case the Team Leader.

**3. Special Conditions**

Much of the work undertaken in this role is seasonal and hours of work will vary. Weekend and after hours work will be necessary at times.

A current driver's licence and reliable vehicle is essential for employment in this position.

#### **4. Statement of key responsibilities/duties**

- Assisting the Team Leader in developing plans and schedules for work as it is sourced
- Assisting with recruiting and training volunteer workers and paid employees
- Scheduling and supervising work teams of paid employees
- Relieving for the Team Leader for leave and absence
- Understand and applies quality control techniques
- Exercises good interpersonal and communications skills
- Performs work under limited supervision either individually or in a team environment.
- Assists in the provision of on the job training.
- Undertaking timely and accurate task and quality reporting
- Able to maintain and upkeep vehicles and machinery
- Adopting safe working practices in line with the WH&S Act and WH&S policies and procedures.

## **PERSON SPECIFICATIONS**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### ***Educational / Experience***

- Qualification in Horticulture, Conservation & Land Management, or or relevant experience to undertake this position.

#### ***Personal abilities/aptitude/skills***

- Experience in managing human and physical resources
- Proven ability to communicate effectively with a broad range of people, including community/industry groups and practice effective working relationships with those stakeholders.
- Proven ability to assess, examine and critically analyse issues/problems and devise effective solutions.
- Excellent time management skills
- A current driver's licence and reliable vehicle

#### ***Experience or training***

- Experience in the delivery of community based environmental programs and working with community groups and volunteers
- Experience in project supervision and implementation
- Experience in natural resource issues and management practices, particularly relating to revegetation.
- Good knowledge of IT software, particularly spreadsheet.

#### ***Knowledge.***

- Knowledge of Lakes Alexandrina, Lake Albert and Goolwa Channel plant species
- Knowledge of OH&S management policies and procedures