

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Temporary Traffic Management/Horticultural Surge Team – Operations Supervisor

Classification: General Service Officer 9

Position number: P62825

Division: City Services

Business unit: Place Management

Location: Fyshwick Depot, 255 Canberra Avenue Fyshwick

Reports to: Operations Manager

Date last reviewed: 17/08/2026

Position requirements: White Card, Asbestos Awareness Card, Silica Awareness Card, Traffic Management Qualifications, C Class Drivers licence (MR desirable)

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

City Services (CS) delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, managing our roads, footpaths and cycle paths. City Services also maintain many of Canberra's lakes, ponds, public open spaces, city places and urban trees. The Division also manages ACT NoWaste.

BUSINESS UNIT OVERVIEW

City Presentation is a Branch within the City Services Division and is responsible for planning and management of parks and the public domain, including lakes, street trees and public open space and city places. It maintains the look of the city and its environs and is responsible for the protection of trees on public and private land.

POSITION PURPOSE

The TTM/Horticultural Surge Team Operations Supervisor position within Place Management is responsible for leading a team engaged in the implementation of Temporary Traffic Management Plans across Canberra and the role oversees a horticultural surge team focused on arterial road mowing and additional horticultural maintenance.

This position is a frontline leadership role and responsible for staff supervision, performance management, technical support, and training to work groups that include permanent employees, contract staff and apprentices.

DUTIES / RESPONSIBILITIES

1. Oversee the delivery of Temporary Traffic Management (TTM) implementation and horticultural activities in alignment and conjunction with regional works programs.
2. Ensure all works are undertaken in accordance with work health and safety legislation including safe work method statements (SWMS), standard operating procedures (SOPs), site safety risk assessments and approved Traffic Management Plans (TMP).
3. Identify and develop improvements to the current TMP's and ensure implemented traffic control devices are compliant with the relevant TTM standards.
4. Coordinate and deliver the delivery of horticultural maintenance programs across Canberra in accordance with City Presentations Horticulture maintenance standards.
5. Provide leadership, supervision, performance management, technical support and training to horticultural and TTM work groups that include permanent employees, contract staff and apprentices.

6. Deliver day-to-day work priorities for programmed and project work and co-ordinate staff, contractors, equipment, materials and other resources required;
7. Provide reports and maintain records on the progress of maintenance programs, projects and works that are being delivered.
8. Develop and maintain a positive, respectful work culture that ensures equity and inclusion for all employees.
9. Promote and maintain a safe work culture, that includes the provision of a safe working environment for all workers and ensure that all plant and equipment is in good working condition;
10. This position **does** involve direct supervision of *20 operational* staff.

Behavioural Skills

- Delivering Results – prioritising workloads appropriately and establishing realistic timeframes to complete work; accountable for own work and the team's performance and achievement of results.
- Community/stakeholder relationships – working co-operatively with others and focusing on achieving the best results for our customers and the broader community.
- Communicates constructively – expresses thoughts and instructions clearly, directly, honestly, and with respect for others and for the work of the team.
- Cooperates – works well with others to accomplish a job, good team player despite differences, figures out ways to work together to solve problems and get work done
- Flexible – open to different approaches, can easily adapt to different work environments and locations, can roll with the punches, open to trying something new

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Extensive technical knowledge, training and practical experience in horticultural maintenance and the delivery of TTM implementation and compliance involved in these works.
2. A proven ability to supervise staff and contractors and manage staff performance and accountability.
3. Demonstrated ability to plan, prioritise, co-ordinate and allocate work and resources within budget while ensuring that priority work is carried out first.

4. The proven ability to collaborate, communicate and negotiate effectively with stakeholders, contractors, suppliers, staff and management and manage continuous improvement processes.
5. Well-developed computer skills, including experience in the use of databases and computer programs including; Word, Excel, Outlook, various Apps and the ability to learn about new programs, software packages and use mobile devices.
6. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- RIISS00055 - Traffic Management Implementer qualification
- Traffic controller qualification
- Prepare Work Zone (PWZ) qualification is highly desirable
- Workplace Health and Safety Induction (White Card)
- Competent in mobile software applications
- Current C class drivers' licence is essential, Medium rigid is desirable.
- Silica Awareness Card
- Asbestos Awareness Card
- Certificate IV in Leadership and Management is highly desirable.
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- This position requires a pre-employment medical.
- This position **does not** require a Working with Vulnerable People Check.
- This position **does not** require a Security Clearance

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of TTM/Horticultural Surge Team Operations Supervisor (position number P62825) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Access to Accrued Days Off (ADO's)	Frequently
Peaks and troughs	Frequently
Frequent paid overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently