



CITYWIDE

shaping sustainable landscapes

CONTRACT COORDINATOR

- Great Location
- Excellent career opportunity – growing company
- Attractive remuneration

Citywide Open Space is responsible for maintaining many of Australia's most prominent parks and gardens and streetscapes. From shaping world heritage listed Carlton Gardens and Government House in Melbourne to creating the spectacular Sydney Living Colour displays and caring for Sydney's iconic parks including Hyde Park, Citywide Open Space is Australia's leader in innovative, sustainable open space design and management.

Citywide is seeking an experienced Contract Coordinator with a minimum of Cert IV Arboriculture to coordinate all the day to day issues associated with our City of Sydney Street Trees contract serviced from our Zetland office. A major component of this role will be the programming and processing of works as well as the monitoring and management of pruning, watering, planting and basin crews. The successful candidate will be responsible for a broad scope of duties, from maintaining and ordering of all equipment, PPE and raw materials including a small fleet, auditing of completed works and compliance training, to liaising with customers and employee resource allocation.

This is a great opportunity for a self-starting, highly motivated individual with tree maintenance experience to play a part in management of Sydney's prestigious Street Trees contract.

Essential Skills:

- Relevant Trade Certificate in Arboriculture
- Advanced knowledge of Arboricultural practices & techniques
- Current Medium or Heavy Rigid Licence
- Chainsaw experience
- Code of practice certificates (limits of approach, road safety)
- EWP licence (highly desirable)
- Current First Aid Certificate
- Highly developed administrative skills
- Ability to train staff
- Tender preparation experience (desirable)

An attractive remuneration package will be negotiated with the right candidate. Position descriptions available upon request – applicants only please.

To apply for this unique opportunity please send your resume with a cover letter clearly stating the position you are applying for to the **Recruitment Advisor, HR Department** –



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Post: GPO Box 4969, Melbourne, VIC, 3001

Fax: (03) 9261 5014

Email: apply@citywide.com.au

Applications Close: July 30th, 2010