

# POSITION DESCRIPTION



<b>TITLE</b>	Town Services Labourer
<b>DEPARTMENT</b>	Rural & Town Services
<b>AWARD</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>CLASSIFICATION</b>	LGEA Level 4 - 5
<b>REPORTING OFFICER</b>	Town Services Coordinator
<b>DELEGATIONS</b>	As per Councils Register of Delegations

## ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

**COMMUNICATION** We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

**FUN** We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

**POTENTIAL** We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

**COURAGE** We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

**SAFETY** We think, act & promote safety – Safety isn’t a slogan it is a way of life.

**COMMITMENT** We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

## DEPARTMENT SUMMARY

Maintain strong work ethics to assist in developing & upholding works of nominated duties in order to achieve Council’s goals and objectives.

## OBJECTIVES

To work as part of a team ensuring that development and maintenance of nominated duties including but not limited to Parks & Gardens and Rubbish Collection etc. are performed to the required standard.

## KEY RESPONSIBILITIES

### **Parks and Gardens**

- Undertake garden and playground maintenance and mowing duties and provide input into garden design and landscape plans, in accordance with required standards and program schedules.
- Provide support & input into landscaping projects.
- Ensure maintenance is carried out on all streetscape and public areas to improve amenity.
- Daily watering or as required of lawns, shrubs, plants & trees.
- Mowing, whipper snipping & weeding of designated grass areas within Town areas.
- Cleaning & maintenance of designated picnic & BBQ areas.
- Ability to operate irrigation systems, vehicles and mechanical plant, including commercial mowers and motorised horticulture equipment.

### **Rubbish Collection**

- Operate the Rubbish Collection Truck to perform rubbish collection.
- General maintenance of designated refuse areas.
- Any other duties requested with relevance to skills and experience.

### **Other Duties**

- Perform routine minor repairs, daily pre-start checks and operator maintenance in accordance with the manufacturer's specifications, report maintenance and service requirements to team leader or workshop as appropriate.
- General cleaning and grounds maintenance of roadside facilities.
- Assist with set up and pack up of council hosted community events.
- Work cooperatively with other staff in meeting work requirements and provide assistance to new employees and other team members.
- Demonstrate initiative in undertaking duties to ensure efficiency of resources and time and maintain accurate work diary, WHS and time sheet records.

### **Workplace Health and Safety**

- Report WHS related matters to the Town Services Coordinator and where practicable make safe potential hazards that could be a risk to council employees or public safety.
  - All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.
-

## REQUIREMENTS OF THE POSITION

### NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

#### (R) - Required / (D) - Desirable (training could be provided)

- Communicate effectively between all departments and levels to deliver council Services within required timeframes **(R)**
- High level of organisational skills and the ability to prioritise work **(R)**
- Good interpersonal skills including telephone and customer service skills **(R)**
- Sound knowledge of a broad range of horticultural practices and associated tasks **(R)**
- Ability to operate commercial mowers and motorized horticulture equipment **(R)**
- Ability to operate and undertake minor repairs of irrigation systems **(R)**
- Ability to recognise potential hazards that could be a risk to council employees or the general public **(R)**
- Maintain "MR" Class Drivers Licence **(R)**
- Construction White Card **(R)**
- First Aid Certificate **(D)**
- Any other Certifications relevant to specific field **(D)**

## CORE PHYSICAL REQUIREMENTS

The core physical job demands of this position that are required, within WHS guidelines, include but are not limited to:

- Capacity to undertake manual labour such as shoveling, digging, pruning, lifting, mowing and other associated gardening tasks.
- Capacity to sit/drive to operate plant & equipment for long periods of time.
- Capacity to, on occasion, lift items unspecified in weight within individual limits.
- Capacity and willingness to work in an outdoor environment in varying conditions.
- Willingness to undertake Council's Immunisation Program (Hepatitis A & B)

## DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

## DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
- (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
- (3) The worker must not intentionally misuse or damage the equipment.