

POSITION DESCRIPTION

Position Title:	Open Space Team Member
Position Number/s:	INF-C06
Employment Type:	Casual
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	Queensland Local Government Industry (Stream B) Award – State 2017
Classification:	Level 2
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Under general supervision, this position performs a range of tasks involving general labouring, gardening and maintenance duties associated with Council's Open Space and roadside assets.

The objective of this position is to deliver quality outcomes aligned with Council's Open Space Service Delivery Standards.

Performance will be measured through the efficient and economical use of time, plant, and materials, with a strong emphasis on compliance with Council's Safety Management System.

ORGANISATIONAL RELATIONSHIPS

Reports to: Open Space Leading Hand

Directly Supervises: Nil

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

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KEY RESPONSIBILITIES

1. Undertake Open Space maintenance tasks effectively and efficiently within established time objectives as required/directed, including but not limited to:
 - a. Mowing, trimming, edging and associated vegetation management activities;
 - b. General labouring, gardening and grounds maintenance;
 - c. Repairs and/ or maintenance to irrigation systems;
 - d. Maintenance and construction work;
 - i. Safe and competent use of relevant tools, equipment, plant and materials;
 - e. Minor maintenance of tools, equipment, plant and materials.
2. Undertake relief duties associated with street cleaning maintenance tasks effectively and efficiently within established time objectives as required/directed including but not limited to:
 - a. Maintaining a high standard of cleanliness throughout local public amenities;
 - b. Street cleaning of the CBD and litter control as per weekly schedule;
 - c. Quick response to emergent requests as directed.
3. Undertake occasional duties associated with Town Officer maintenance tasks, effectively and efficiently within established time objectives as required/directed, including but not limited to:
 - a. Maintain town pool water quality;
 - b. Monitor water assets and water quality within the township;
 - c. Undertake other daily duties associated with Town Officer positions.
4. Operate mowing and other Council plant and equipment appropriate to the duties of the position, within the employee's level of training, competency, authorisation and licensing.
5. Maintain Council plant, equipment and work areas in a safe, serviceable and presentable condition, including completing routine operator checks and reporting defects, damage, faults or maintenance requirements promptly.
6. Operate plant and equipment (if required) in accordance with manufacturer requirements, relevant legislation, Australian Standards, Council procedures, Safe Work Method Statements, (SWMS), risk controls and training requirements.
7. Establish and maintain positive working relationships within the Open Space section and other areas of Council, and effectively engage with community members, and actively promote and adhere to Council Values.
8. Identify, assess and report hazards, incidents, injuries, near misses, environmental issues, plant defects and maintenance requirements in accordance with Council procedures and applicable legislative requirements.
9. Comply with Council's Workplace Health and Safety Management System, including applicable WHS policies, Safe Work Method Statements, procedures, risk controls, personal protective equipment (PPE) requirements, and reasonable and lawful workplace instructions. Employees must comply with their obligations under the *Work Health and Safety Act 2011*, including reporting injuries, incidents and hazards, taking reasonable care for their own and others' safety, and wearing and maintaining personal protective equipment in accordance with Council procedure.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated experience in open space, parks, grounds maintenance, vegetation management, horticulture or a similar operational environment.
- Demonstrated ability to work independently and effectively under general supervision, manage allocated tasks, and maintain productivity and quality standards.

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- Effective time management and organisational skills, with the ability to complete allocated work within programmed schedules, priorities and service standards. Sound numeracy and literacy skills, with an ability to operate basic computer and electronic devices.
- Ability to safely and competently operate relevant handheld tools, plant, equipment, mobile devices and electronic applications used for communication, work allocation, recordkeeping and reporting.
- Sound knowledge of safe work practices, with demonstrated ability to identify, assess, control where authorised, and report workplace hazards and safety issues.
- Well-developed communication skills, with the ability to liaise effectively with employees, contractors, community members and other stakeholders.
- Understanding of basic water quality principles, with the ability to carry out basic water testing when undertaking Town Officer relief duties.
- Demonstrated commitment to providing a high standard of customer service, taking pride in the quality and presentation of work, and contributing to well-presented public open spaces.

| Education/Qualifications |

Essential:

- General Safety Induction Certificate (Construction Industry) "White Card".
- Working in Proximity to Traffic competency or ability to obtain.

Desirable:

- Certificate III in Horticulture, or equivalent qualification, or demonstrated equivalent experience in a similar role.
- Current First Aid and CPR accreditation or ability to obtain.
- Current Agricultural Chemical Distribution Certificate (ACDC) or ability to obtain.
- Operate and Maintain Chainsaw Competency or ability to obtain.

| Licences |

Essential:

- Possession and maintenance of a Queensland 'C' Class Driver Licence.

Desirable:

- Possession and maintenance of a Queensland 'MR' Class Driver Licence.

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- The position requires field-based work in varying weather and environmental conditions, including exposure to outdoor environments.
- The position involves the inherent physical requirements of Parks and Gardens work, including manual handling, physical labour, walking and working in a range of outdoor environments. Reasonable adjustments will be considered where applicable.
- The position may be required to work weekends, outside normal hours and reasonable overtime in accordance with operational requirements and applicable employment conditions.
- The position may require travel, overnight stays and camping throughout the Council region.
- The position may be required to participate in a rotational roster, including early and late shifts, in accordance with operational requirements and applicable employment conditions.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description may be amended or updated from time to time due to changes in responsibilities, operational requirements or organisational structure. Any significant change to duties will be discussed with the position incumbent and managed in accordance with applicable employment conditions.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____