

Position Description



Position Details

Position Title General Hand Parks & Reserves

Job Location Shire of Esperance Depot

Position Level 3

Department/Division Asset Management / Parks and Reserves

Reports to (Title) Supervisor Parks and Reserves

Employment Type

☒ Full Time

☐ Part Time (*please specify hours*)

☐ Casual

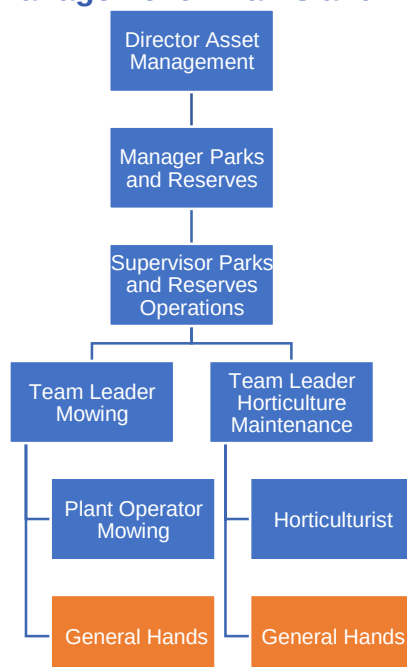
Hours Per Fortnight

85

Position Summary

Perform a diverse range of tasks associated with the development and maintenance of Council's parks, reserves and streetscapes. Provide safe and efficient gardening, mowing and park maintenance services within the Shire. Contribute to the development and maintenance of the Shire's parks, reserves, verges and lawns.

Organisational Structure Asset Management – Parks and Reserves



Specific Accountabilities of the Position

- Operate specialised plant and equipment as required including but not limited to ride on mower, whipper snipper, push mower, leaf blower, edger, chainsaw, polesaw etc.
- Perform work under limited supervision either individually or in a team environment.
- Perform gardening maintenance and general parks labouring duties including rubbish removal, tree pruning, mowing and grass trimming duties.
- Monitoring, maintenance and construction of council infrastructure.
- Perform a diverse range of street tree and park maintenance tasks.
- Maintain appropriate documentation as directed by the Supervisor Parks and Reserves.
- Maintain all associated plant and equipment relevant to position.
- Provide on the job training to new staff as required.
- Any other duties as required.

General Accountabilities of the Position

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Shires WHS Roles and Responsibilities Procedure and Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. Knowledge and experience in the maintenance of parks, reserves, verges and lawns.
2. Experience in operating plant and equipment safely including ride on mower, push mower, whipper snipper, leaf blower, edger, hedging equipment, chainsaw, polesaw.
3. Demonstrated understanding of relevant plant and equipment maintenance requirements.
4. Demonstrated ability to work effectively as part of a team.

5. Demonstrated ability to follow instructions and carry out work in a timely manner.
6. Good physical fitness and demonstrated ability to perform inherent requirements of the position.
7. Sound knowledge of Occupational Safety and Health requirements.
8. 'C' class driver's licence.
9. White Card – Construction Safety Awareness Training Card.

Desirable

1. 'MR' licence.
2. Basic Worksite Traffic Management and Traffic Control accreditation.

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.