

# Position Description

## CORPORATE INFORMATION

|                         |                                                                                             |                            |                                                  |
|-------------------------|---------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------|
| <b>Position title</b>   | Open Space Maintenance Team Member - Mowing                                                 |                            |                                                  |
| <b>Directorate</b>      | Infrastructure Services                                                                     | <b>Branch/Section/Unit</b> | Property & Open Space,<br>Open Space Maintenance |
| <b>Position number</b>  | 1114                                                                                        | <b>Level</b>               | 4                                                |
| <b>Award</b>            | Queensland Local Government Industry (Stream B) Award – State 2017<br>Division 2, Section 5 |                            |                                                  |
| <b>Line Manager</b>     | Supervisor Open Space Maintenance – Central Region                                          |                            |                                                  |
| <b>Direct reports</b>   | Casual Team Members                                                                         |                            |                                                  |
| <b>Indirect Reports</b> | Nil                                                                                         |                            |                                                  |

## SCOPE OF POSITION

### Position Summary

This position supports Council's direction by undertaking a range of tasks including mowing maintenance, plant operation and truck driving in accordance with Council's policies and standards. These activities make up part of the multi-disciplined team that is responsible for the construction and maintenance of Council's Open Space assets. These assets include parks, reserves, sporting facilities, urban streetscapes, beach, foreshores and cemeteries.

The position will be required to assist other Open Space works teams.

### Key Responsibilities of the Role

- Operate and maintain mowers, woodchippers and other equipment in a safe, competent and efficient manner to maintain Council's Open Space assets.
- Undertake lawn mowing, slashing, brush cutting, weed spraying, pest management, playground maintenance, tree pruning, green keeping and planting.
- Undertake tree pruning, operate wood chipper and tree planting.
- Perform tasks in a safe, competent, efficient and timely manner. Comply with all Council's safety policies and procedures.
- Ensure all work is undertaken to a quality standard which contributes to the overall presentation of Councils' maintenance service standards to the satisfaction of the community.

- Provide information and training for casual employees and new starters.
- Identify and suggest new ways to improve work practices in accordance with council's continuous improvement commitment.

## **Mandatory Licence/Competency (Ticket) Requirements**

- Australian 'C' Class driver's licence that is current and maintained.
- General construction induction (White/Blue card).

## **Desirable Licence/Competency (Ticket) Requirements**

- Australia 'MR' Class driver's licence that is current and maintained.
- Work Safely at Heights, EWP – High risk work licence
- Chainsaw ticket (FWPCOT – 2237,2238,2239)
- Implement Traffic Management ticket.
- Skid steer or front-end loader ticket
- Chemical Application Licence (ACDC ticket)

## **Essential Knowledge/Skills/Qualifications Criteria**

- Demonstrated ability to work well within a team or independently and maintain good working relationships with all council employees.
- Be comfortable working in cemeteries operations.
- Demonstrated experience in the operation of plant and equipment for the maintenance of parks and gardens.
- Knowledge and skills in communicating including providing good customer service.

## **Desirable Knowledge/Skills/Qualifications Criteria**

- Formal qualification in Horticulture (Arboriculture, Turf, Parks and Gardens)
- Skills working in public open space areas and understanding the requirement regarding the safety of the public.
- Knowledge and skills in the operation of large scale trucks, mowers, tractors, spray units.

## **Physical Requirements of the Position**

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.

- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

## Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.
- You will be required to carry out other duties if directed which are within the classification level and commensurate with your skills and abilities.
- Change starting location (depots) with reasonable notice.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

## ORGANISATIONAL INFORMATION

### Safety

#### Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

#### Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

### Code of Conduct

As per the Employee Code of Conduct, employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

### Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

# Position Description



## Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

## Council's Values

**Accountability** – We are open, transparent and take responsibility for our actions.

**Communication** – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

**Customer Service Focused** – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

**Integrity** – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

**Teamwork and Collaboration** – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

## POSITION APPROVAL AND ACCEPTANCE

### Approved by

|           |  |          |  |
|-----------|--|----------|--|
| Name      |  | Position |  |
| Signature |  | Date     |  |

### Accepted by

|           |  |      |  |
|-----------|--|------|--|
| Name      |  |      |  |
| Signature |  | Date |  |

*The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.*