Croydon Shire Council

Position Description

Position Title	Parks and Gardens Labourer
Department	Infrastructure
Award	Queensland Local Government Industry Award – State 2017
Award Classification	Stream B, Operational Services – Level 5; plus relevant allowances
Position Type	Permanent Full Time, 38 hours per week
Reports To	Parks and Gardens Leading Hand / Town Services Supervisor

Position Objective

Undertake a variety of labouring duties relating to town streets, parks, gardens and open spaces. The safe and efficient operation, maintenance and use of Croydon Shire Council plant, equipment and materials, and associated labouring duties in the delivery of Council's works program.

Duties and Responsibilities

- Carry out a broad range of labouring duties relating to parks and gardens including:
  - Mowing
  - Weeding
  - Whipper snipping
  - Watering
  - Urban garden activities
  - Spraying of weeds
- Planting, maintenance, trimming and removal of trees and shrubs.
- Cleaning of park equipment, benches, tables, playground, etc.
- Undertake a variety of labouring duties as required.
- Operate mowers, whipper snipper, chainsaw and other plant and equipment in an efficient and safe manner.
- Collection of any on ground rubbish at public and Council facility areas. This may extend to Council facilities outside of the township.
- Identifying and reporting any problems or maintenance tasks at Council facilities to ensure they are promptly addressed.
- Daily routine maintenance of plant to ensure safe and efficient operation.
- Labouring duties extend across all council services and from time-to-time overtime work is required outside of normal hours; for example, council events.

- Ensure the efficient use of materials and plant placed under your control, including completion of daily plant checklists and plant defect reports as necessary.
- Advise Council's Workshop Supervisor of any maintenance and repairs required to plant and equipment.
    - Report security issues lost or stolen items to the Director of Infrastructure.
    - Undertake other duties as directed, consistent with skills, competence and training which contribute to the effectiveness of Council's operations including, but not limited to, labouring, operation of other plant which you are licensed for.
    - Ensure plant, machinery, tools and equipment are used and maintained in line with Council policy.
    - Complete timesheets in a clear, accurate and timely manner.
    - Ability to actively seek opportunities to implement change that will contribute to improved efficiency and operations of Council.
    - Refer matters that may impact on the business, Council and employees to the Director of Infrastructure.
    - Assist various areas across Council including the town Infrastructure team.
    - Attend meetings and participate in training programs as required.

Work Health and Safety

- Comply with all Workplace Health and Safety legislation, Councils Workplace Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice.
- Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Advisors. Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- Ensure punctuality and preparedness at the beginning of shifts. All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Establish and maintain effective professional relationships with Directors, Managers, Supervisors, Employees, Contractors and the public.
- Maintain a positive team culture based on honesty, trust and integrity.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws.
- The employee shall show a spirit of cooperation with their supervisors; other employees and the achievement of Council's aims and objectives.
- It is a requirement that all Council employees always maintain a current manual "C" class driver's licence were driving forms part of regular work activities.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of corporate records.
- Contribute to policy, procedure and guideline development across Council ensuring each is up to date.

Qualifications / Skills / Experience

Essential

1. Genuine interest in outdoor work and passionate about gardening and beautification.
2. Minimum current QLD class C driver licence.
3. Skills and experience operating a range of small plant equipment (including mowers, brush cutters, chainsaws) and labouring duties.
4. Ability and commitment to work co-operatively as part of a team.
5. Able to work with minimum supervision using judgement and initiative.
6. Sound level of interpersonal, communication, numeracy and literacy skills.
7. General Safety Induction Certificate (White Card) or able to attain.

Desirable

1. Current MR driver licence.
2. Chainsaw operations certificate.

Key Performance Indicators (KPI's)

1. Quality of works performed.
2. Allocated tasks and responsibilities are completed consistently within agreed timeframes.
3. Appropriate use and care of equipment and tools.
4. Correct disposal of waste materials
5. Applicable and safe use of chemicals.
6. Compliance with Croydon Shire Council's Code of Conduct.
7. Contribution to the efficient and productive operation of the Local Government Organisation.
8. Performance of work and associated functions in a safe manner.
9. Compliance with Croydon Shire Council's Work Health and Safety Management System.

Selection Criteria

1. Genuine interest in outdoor work and passionate about gardening and beautification.
2. Minimum current QLD class C driver licence.
3. Skills and experience operating a range of small plant equipment (including mowers, brush cutters, chainsaws) and labouring duties.
4. Ability and commitment to work co-operatively as part of a team.
5. Able to work with minimum supervision using judgement and initiative.

6. Sound level of interpersonal, communication, numeracy and literacy skills.
7. Chainsaw operations certificate.
8. General Safety Induction Certificate (White Card) or able to attain.
9. References to demonstrate skills and experience operating plant and equipment and labouring duties.

Certification

I have read the position description, and I am aware of the position requirements.

Employee Name:

Employee Signature _____ Date ____/____/____

Chief Executive Officer:

Chief Executive Officer Signature _____ Date ____/____/____