



POSITION TITLE: Labourer **POSITION NO:** 2314

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level A

CERTIFIED AGREEMENT: Field Staff 2020 **AWARD:** QLGA

DEPARTMENT: Community

BRANCH: NRM & Parks

SECTION: Parks

REPORTS TO: Supervisor Parks

ORGANISATIONAL VALUES: ACHIEVE

Accountability - We accept responsibility for our actions and decisions in managing the regions resources.

Community - Building partnerships and delivering quality customer service.

Harmony - Our people working cooperatively to achieve common goals in a supportive and safe environment.

Innovation - Encouraging an innovative and resourceful workplace.

Ethical Conduct - We behave fairly with open, honest and accountable behaviour and consistent decision-making.

Vision - This is the driving force behind our actions and responsibilities.

Excellence - Striving to deliver excellent environmental, social and economic outcomes.

1. PRIMARY ROLE

Assist with the efficient delivery of day to day operations for Council's parks, landscapes, open spaces initiatives and programs in accordance with community requirements and industry standards, and to provide assistance with Natural Resource Management programs as required.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Carry out general horticulture and labouring duties including maintenance of landscapes such as mowing, planting and weeding of gardens, weed spraying, watering and maintenance of irrigation systems.
2. Carry out maintenance of public facilities, town centres and recreational spaces to provide for quality infrastructure, recreation opportunity and to ensure these facilities are safe for the public.
3. Carry out maintenance and servicing of town cemeteries including landscape maintenance and digging/backfilling gravesites.
4. Implement traffic control plans and undertake traffic control as required.
5. Read, interpret, follow and implement basic plans and instructions.
6. Work as a team member and provide positive contributions to work programs and Council's core objectives.
7. Complete and maintain administrative records (e.g. timesheets, risk assessments, logbooks, quotes etc.).
8. Ensure plant and equipment used is kept in safe working order.
9. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Level of fitness required to undertake a broad range of physical tasks
- Working outdoors in hot conditions

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification (White Card).
- Certificate III in Horticulture (Desirable)

5. KEY SELECTION CRITERIA

1. Previous experience performing general labouring duties maintaining parks and gardens.
2. Proven experience using and maintaining horticultural machinery and equipment.
3. Ability to work effectively in a team environment.
4. Basic literacy and numeracy skills.
5. Sound interpersonal and communication skills.
6. Proven ability to prioritise tasks, follow direction and work unsupervised.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Community: Peter O'May	Signature: 