



Burdekin Shire Council

VECTOR CONTROL OFFICER

Applications are invited for the position of a Vector Control Officer in the Council's Environment and Health Department.

Duties include the identification and inspection of breeding sites and the undertaking of appropriate control methods to reduce the number of mosquitoes, insect pests and declared plant species, as well as providing support to the Compliance Officer.

Salary and conditions of employment will be in accordance with the Queensland Local Government Officers' Award, 1998 and Burdekin Shire Council's Enterprise Bargaining Agreement. The applicable salary is to a ceiling of Level 2 (\$48,190pa). Commencing salary shall be dependent upon the skills and experience of the applicant.

Application packages are available from the Human Resources Office on 4783 9845 or the website www.burdekin.qld.gov.au. Applications close on Friday 13th November 2009. Word or PDF format is preferable.

Applications for **Vector Control Officer No. 09/38** should include:

- Cover letter
- Statements addressing the Selection Criteria
- A current resume

Applications can be submitted to:

- employment@burdekin.qld.gov.au
- Confidential Application No. 09/38
PO Box 974
AYR Qld 4807

For any further information regarding the above position, please contact Miss Tracy Jensen – Manager Environment and Health Department, telephone 07 4783 9800.

POSITION DESCRIPTION

POSITION TITLE:	Vector Control Officer
DIRECTORATE:	Environment & Operations
AWARD:	Local Government Officers Award
AWARD CLASSIFICATION:	Level 2
STREAM:	Technical Stream
REPORTS TO:	Manager Environment & Health
PLACE OF EMPLOYMENT:	Based at Council Offices, 145 Young Street, Ayr
HOURS OF DUTY/ROSTER:	7.00am to 4.00pm (56 minute lunch), nine day fortnight

POSITION OBJECTIVE

Duties include the identification and inspection of breeding sites and the undertaking of appropriate control methods to reduce the number of mosquitoes, insect pests and declared plant species, as well as providing support to the Compliance Officer.

POSITION REQUIREMENTS

Skills

- Effective communication and interpersonal skills
- Ability to work in a team environment
- Ability to prioritise workload
- Ability to handle Geographical Information Systems
- Experience in handling dogs, cats and livestock
- Be able to accurately complete/follow instructions as directed
- Possess basic computer skills

Knowledge

- Knowledge of monitoring and control processes for mosquitoes, insect pest and declared plants.
- Knowledge of relevant legislation including: *Land Protection (Pest and Stock Route Management) Act 2002*; *Public Health Act 2005*, *Environmental Protection Act 1994* and Burdekin Shire Council Local Laws
- Working knowledge of the statutory requirements relevant to the Workplace Health and Safety Act.

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

Technical

- Conduct systematic inspections and treatments of property to control mosquitoes and declared plants in compliance with the Council's standards and operating procedures and in compliance with relevant legislation.
- Undertake co-ordinated, programmed mosquito and declared pest plant monitoring and control activities including inspections, pesticide applications, field survey, complaint investigation, contact local customers and provide logistic support for the mosquito aerial program
- Undertake specific operational training programs to meet the needs of the Vector Control / Pest Management Unit
- Maintain written and electronic records to ensure current and accurate inspection, survey and declared plant information is kept in accordance with standard operating procedures
- Perform all operations without risk to health and safety of staff and customers and the environment in accordance with the requirements of the *Land Protection (Pest and Stock Route Management) Act 2002*, *Workplace Health & Safety Act 2000*, *Public Health Act 2005*, *Environmental Protection Act 1994*, manufacturer's specifications and standard operational procedures.
- Provide advice to customers on issues relating to mosquito, insect pest and declared plant activity and control measures to minimise adverse impacts caused by infestations.
- To participate in urban surveillance programs in accordance with the *Public Health Act 2005* and Council's Local Laws and Policies
- Undertake other duties within the statutory authority of the Council and requiring the same level of education and experience as may be required by the Director of Environment and Operations.

Teamwork

- Organise, monitor, control and prioritise individual workloads and that of any Trade's Assistant and/or Apprentices
- Attend and participate in team meetings as required
- Undertake the duty as relief Compliance Officer / Vector Field Employee and participate in the Council's 'After Hours On-Call' service as required.
- Co-operate with your co-workers; and carry out other tasks as required by the team to ensure the team's effectiveness and efficiency

Customer Service

- Promote and maintain a positive organisational image and good community relations by providing quality customer service to both internal and external customers.
- Report to supervisor in a timely manner on issues and activities likely to influence Council operations or adversely impact relations with Council's customers.

Administration

- Complete all necessary paperwork in accordance with procedures and ensure timesheets are completed on a daily basis.

Quality

- Follow agreed work practices and procedures for various projects and ensure work meets quality specifications.

Workplace, Health & Safety

- Observe Burdekin Shire Council's Workplace Health and Safety Standards and adhere to requirements identified in SafePlan (Burdekin Shire Council's Safety Management System) in carrying out responsibilities. Actively support workplace health and safety, risk assessments and hazard prevention.

EXTENT OF AUTHORITY

Authority to make decisions based on established routines, methods, standards and procedures that are made in a team environment with the Team Leader and other team members. Solutions to problems generally found in procedures, guidelines, or instructions. Assistance is usually available when problems occur.

CODE OF CONDUCT

The employee must at all time comply with section 1138 of the *Local Government Act 1993*, which states: An employee of a Local Government must

- * Act with integrity in the position held by the employee; and
- * Act in a way that shows a proper concern for the public interest.

GENERAL

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing. Council does not change positions for the purpose of "de-skilling".

SELECTION CRITERIA

Essential

1. Possess and maintain a current 'C' Class Drivers Licence for a manual car.
2. Knowledge or the ability to acquire knowledge on mosquitoes including breeding sites, control methods and regulatory requirements as it relates to North Queensland.
3. Knowledge or the ability to acquire knowledge in pest animal and plant management.
4. An ability to be part of an on-call roster and attend to call outs within one hour
5. Good interpersonal skills in being able to:
 - Provide quality customer service; and
 - Work in a team environment.
6. Understanding of equal employment opportunities, workplace health and safety, and ethical practice principles.

Desirable

1. Completed relevant courses in:
 - Mosquito identification and control methods
 - Declared plants
2. Accredited in:
 - Chemcert
 - Powers of entry for authorised officers
3. Pest Control Operator's Licence
4. Agricultural Chemical Distribution Licence