

Burdekin Shire Council is currently seeking applications to fill the role of Labourer within the Parks section.

### The Position

The key responsibilities include:

- Assist with the maintenance of Council parks, gardens, public open spaces and cemeteries by undertaking general labouring and truck driving duties as directed by their immediate supervisor.
- Confirm the location of services (Electricity, Water, Telstra etc.) before commencing works.
- On a day to day basis, work efficiently and accurately, exercising initiative in the application of established work procedures.
- Assist in the establishment of desired outcomes for particular works for which responsibility has been allocated and to ensure their achievement.

### The Person

The successful applicant will possess the following attributes at a minimum:

- Current class C drivers' licence.
- CPCCWHS1001 - Current General Construction Induction White Card or ability to obtain prior to commencement date.
- Demonstrated knowledge of landscaping and parks operations.
- Demonstrated experience in operating and maintaining a range of small plant and equipment associated with the maintenance of parks and gardens.
- Sound written and verbal communication skills and the ability to follow both verbal and written instructions.
- Proven ability to work in a team environment with limited supervision.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is \$2,126.10 including Construction Allowance.

Applications for **19/59 – Labourer - Parks** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria

Applications can be submitted using one of the following methods (Word or PDF format is preferable):

- Email – [employment@burdekin.qld.gov.au](mailto:employment@burdekin.qld.gov.au)
- Mail – Confidential Application No. 19/59, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 10 December 2019 at 5.00pm.

For further information please contact the Parks Coordinator – Tano Buono on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each skill or quality and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

**Essential**

1. Current class C drivers' licence.
2. CPCCWHS1001 - Current General Construction Induction White Card or ability to obtain prior to commencement date.
3. Demonstrated knowledge of landscaping and parks operations.
4. Demonstrated experience in operating and maintaining a range of small plant and equipment associated with the maintenance of parks and gardens.
5. Sound written and verbal communication skills and the ability to follow both verbal and written instructions.
6. Proven ability to work in a team environment with limited supervision.

**Desirable**

1. Current MR Driver's licence.
2. Agricultural Chemical Distribution Commercial Operators Licence.
3. Recognised qualification in Traffic Management Implementation – Queensland.

<b>Position Number</b>	30144
<b>Certified Agreement</b>	Burdekin Shire Council Certified Agreement - 2018
<b>Award</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>Award Section</b>	Section 5 – Operational Services
<b>Award Level</b>	Level 3
<b>Reports To</b>	Parks Coordinator
<b>Place of Employment</b>	Council Depot, 25-51 Jones Street, Ayr.

## Position Objective

Be an enthusiastic, productive and reliable member of the Burdekin Shire Council - Parks and Gardens team in delivering a high standard of care and maintenance to Council parks, gardens, public open spaces and cemeteries.

## Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, 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:

- Assist with the maintenance of Council parks, gardens, public open spaces and cemeteries by undertaking general labouring and truck driving duties as directed by their immediate supervisor.
- Ensure the efficient use of materials, plant and labour under their control, including completion of plant defect reports and routine scheduled maintenance as necessary.
- Report immediately to the Parks Coordinator or Supervisor all lost or stolen items, incidents, accidents or hazards and participate in accident investigations making recommendations on changes to work procedures.
- Confirm the location of services (Electricity, Water, Telstra etc.) before commencing works.
- On a day to day basis, work efficiently and accurately, exercising initiative in the application of established work procedures.
- Assist in the establishment of desired outcomes for particular works for which responsibility has been allocated and to ensure their achievement.
- Other duties as directed by the Parks Supervisor or Coordinator.

### Machinery Maintenance

- Operators of machinery shall be responsible for the daily machinery maintenance prior to machinery start-up (six-point check of oil, tyres, guards etc.).
- Ensure allocated plant, tools and equipment is used, maintained and serviced in accordance with manufacturer's recommendations.

## Position Requirements

### Knowledge

- Sound knowledge of landscaping, parks, and cemetery operations and control practices relating to the objectives of this position.
- Understanding and appreciation of customer focus in Council operations.
- Sound knowledge and understanding of BSC Parks Maintenance Service Levels.
- Sound knowledge of Work Health and Safety practices relevant to the work area.
- Sound knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Working knowledge in the safe operation and maintenance of small plant and equipment.
- Working knowledge of Part 3 of the Manual of Uniform Traffic Control Devices (MUTCD).

### Skills

- Safely operate small plant and mechanised equipment e.g. Mowers, line trimmers, leaf blowers, hedgers etc.
- Sound communication skills, including interpersonal, two-way radio and telephone.
- Sound skills in record keeping of daily activities.
- Sound skills in the calculation of volumes, ratios and quantities.
- Possess literacy and numeracy skills necessary to complete timesheets and participate in training.
- Sound time management skills.
- Teamwork skills.
- Work with minimal or no supervision.
- Capacity to communicate and establish good working relationships with officers of the Council, members of the public and other organisations.

### Abilities

- Ability to communicate with other employees and supervisors and follow written instructions when required.
- Ability to perform risk assessments, documenting risks and applying mitigation measures to reduce risks associated with tasks.
- Ability to interpret and implement work health and safety measures detailed in Safe Work Method Statements prior to undertaking tasks.
- Ability to interpret and implement traffic management designs.
- Ability to carry out own work to a high-quality finish and within set time frames.

### Other Requirements

- On appointment, a satisfactory result from a pre-placement medical fitness for driver / operator (Truck, Plant, Labourer, medium to heavy lifting).
- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight.
- Immunisation record for Hepatitis A and Hepatitis B.
- Ability and willingness to participate in training programs.

### Experience and Qualifications

- Current class C or MR driver's licence.
- General Construction Induction White Card.

- Agricultural Chemical Distribution Commercial Operators Licence.
- Traffic Management Implementation – Queensland.
- Working in Proximity to Traffic.

## Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry Award (Stream B) and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

### Characteristics of level 3

Employees perform a broad range of tasks requiring developed industry skills. Employees would exercise a broad knowledge of construction and/or maintenance activities and either individually or as part of a team be able to undertake a substantial proportion of typical projects. The work would be performed under general supervision.

## Core Competencies

These competencies relate to Award Level 3 positions:

### Teamwork

- Participate in team-based activities.
- Respect other team members.
- Complete the tasks allocated to you.
- Know the team goals, parameters, and major issues.
- Work within the parameters.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

### Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

### Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

### Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

### Environment

- Work according to agreed environmental standards within your team.

- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

**Work Health and Safety**

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

**Efficiency**

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

**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. Therefore you will 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.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.

9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.