

Burdekin Shire Council is currently seeking applications for a Labourer at the Ayr Cemetery.

The Position

The key responsibilities include:

- Under the direction of the Cemetery Sexton, assist with the ground's maintenance of the Ayr Cemetery by performing mowing, trimming, weed control, and general tidying work activities.
- Assist with new grave preparation and filling as needed.
- Assist Funeral Directors with arrangements and questions, with a positive attitude and demeanour.

The Person

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

- Demonstrated knowledge of landscaping and parks operations.
- Demonstrated experience in operating plant and equipment associated with parks management i.e. industrial mower, edger, brush cutters, small plant, etc.
- Demonstrated skills in computer usage including emailing.
- Demonstrated customer service skills in public contact situations.
- 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.
- Minimum of C class drivers' licence.

Applicants should familiarise themselves with the entire position description.

The gross fortnightly wage for this position is \$2078.90 including Construction Allowance.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website www.burdekin.qld.gov.au.

Applications for **19/07 – Labourer – Ayr Cemetery** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description

Applications can be submitted using one of the following methods:

- By email to – employment@burdekin.qld.gov.au
- By mail to – Confidential Application No. 19/07, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 20 February 2019 at 5.00pm. Word or PDF format is preferable.

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

Position Number	30156
Certified Agreement	Burdekin Shire Council Enterprise Bargaining Agreement
Award	Queensland Local Government Industry (Stream B) Award – State 2017
Award Section	Section 5 – Operational Services
Award Level	Level 3
Reports To	Parks Coordinator
Place of Employment	Ayr Cemetery, 1-7 Bruce Highway, Ayr

Position Objective

Deliver a high standard of care and maintenance to the Ayr Cemetery while conforming to a high level of required tolerances, safety, and environmental requirements. Provide understanding and considerate customer service to the public. Undertake maintenance in other parks, gardens, and public open spaces as directed.

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:

- Under the direction of the Cemetery Sexton, assist with the ground's maintenance of the Ayr Cemetery by performing mowing, trimming, weed control, and general tidying work activities.
- Assist with new grave preparation and filling as needed.
- Assist the public in grave location and other enquiries either in person or by telephone.
- Provide exceptional and caring customer service to the public.
- Assist Funeral Directors with arrangements and questions, with a positive attitude and demeanour.
- Conduct risk assessments as needed to ensure a safe working environment.
- Provide relief duties in the absence of the Sexton.
- Ensure the efficient use of materials, equipment, and plant 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, near misses, or hazards and participate in accident investigations making recommendations on changes to work procedures.
- On a day to day basis, work efficiently and accurately, exercising initiative in the application of established work procedures.
- Participate in training and plant inductions as requested.
- 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).
- Ensure allocated plant, tools and equipment are used and maintained to Council policy and returned or re-assigned after use.

Position Requirements

Knowledge

- General knowledge of landscaping, parks, and cemetery operations.
- Working knowledge in the safe operation and maintenance of small plant and equipment.
- Understanding and appreciation of customer focus in Council operations.
- Sound knowledge and understanding of Council Park's maintenance service levels.
- Sound knowledge of workplace health and safety considerations relevant to the cemetery operations.
- Knowledge of personal protective equipment necessary to minimise risk of injury and illness.
- Sound knowledge of chemical and hazardous substances usage and storage.
- Sound knowledge of basic computer operations.
- Sound knowledge of Microsoft Office programs including Outlook.

Skills

- Skills in gardening activities including mowing, trimming, and general maintenance of outdoor areas.
- Safe application of chemicals.
- Sound computer skills including emailing.
- Sound telephone communication skills.
- Strong customer service skills.
- Teamwork skills.
- Time management skills.
- Sound interpersonal communication skills.
- Sound leadership skills.
- Skills in keeping records of activities and ability to calculate simple volumes, ratios and quantities.
- Possess literacy and numeracy skills necessary to complete timesheets and participate in training.
- Capacity to communicate and establish good working relationships with officers of the Council, members of the public and other organisations.

Abilities

- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight.
- Ability to provide information to the public in distressing circumstances.
- Ability to respond to emails and telephone calls promptly and respectfully.
- Ability to follow both written and verbal instructions.

- Ability to manage time effectively and carry out work to a high-quality finish, within set time frames.
- Ability to assess safety risks and complete and understand risk assessments associated with works.
- Proven ability to work with minimal or no supervision.

Other Requirements

- On appointment, a satisfactory result from a pre-placement medical fitness for driver / operator (Truck, Plant, Labourer, medium to heavy lifting).
- Availability to work overtime on weekends when required.

Experience and Qualifications

- Minimum of C class licence.
- 30215 QLD – Course in General Safety Induction Certificate.
- Experience in operating a range of small plant items e.g. industrial mowers and edges.
- Agricultural Chemical Distribution Commercial Operators Licence.
- First Aid certificate.

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.

Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular 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. Demonstrated knowledge of landscaping and parks operations.
2. Demonstrated experience in operating plant and equipment associated with parks management i.e. industrial mower, edger, brush cutters, small plant, etc.
3. Demonstrated skills in computer usage including emailing.
4. Demonstrated customer service skills in public contact situations.
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.
7. Minimum of C class drivers' licence.

Desirable

1. Experience in chemical application.