

**POSITION DESCRIPTION**

<b>Title:</b>	<b>Parks Labourer</b>
<b>Group:</b>	<b>Services</b>
<b>Reports to:</b>	<b>Gardener</b>
<b>Supervisor:</b>	<b>Parks Supervisor</b>
<b>Grade:</b>	<b>7</b>
<b>Position Allowances:</b>	<b>Adverse Conditions Allowance – Level 1</b>
<b>Hours:</b>	<b>38hpw / casual</b>
<b>Vehicle:</b>	<b>No</b>
<b>Position Code:</b>	<b>83563, 83564, 83565, 83566, 83567, 83568, 83569, 83570, 83571, 83614, 83615, 83616</b>
<b>Pre-placement Medical:</b>	<b>Required</b>
<b>National Criminal Check:</b>	<b>Not Required</b>
<b>WCCC Check:</b>	<b>Not Required</b>
<b>Date Developed:</b>	<b>February 2019</b>

**Position Purpose**

To carry out Parks and Gardens maintenance as directed by Supervisor.

**Qualifications and Experience**  
*(Minimum required/essential for success in the job)*

- Essential:**
- General Induction for Construction Work Certificate (White Card).
  - Traffic Controllers (stop/slow) Ticket or ability to obtain within probationary period.
  - Farm Chemical Users certificate or equivalent or ability to obtain within probationary period.
  - Current Class C Drivers License.
  - Demonstrated work performance and knowledge, skills and experience in Parks and Gardens works.

- Well developed interpersonal and communication skills for effective liaison with work team, supervisor, coordinator, public and external bodies.
- Demonstrated understanding of work schedules.
- Ability to work under instruction with minimal supervision, within a team environment.
- Sound understanding and commitment to Work, Health and Safety (WHS).
- Understanding of relevant practices and policies in this field.
- Basic ability to use computers and mobile devices.
- Physically capable to undertake tasks relevant to the position.
- Experience in making suggestions for improvements to a quality management system or suggestions for other business improvements.

**Desirable:**

- Certificate II or III in one or more of the following:
  1. Nursery
  2. Parks and Gardens
  3. Landscape
  4. Conservation Land Management
  5. Arboriculture
  6. Turf
- Local Government experience.
- Implement Traffic Control Plans accreditation.
- Working Under Overhead Powerlines accreditation.
- Chainsaw Operations - Level One accreditation.
- Load shifting accreditations such as bobcat, and excavator.
- Experience using an Asset Management System.

### **Main Activities/Tasks**

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Maintain Council's assets under your control as well as work for external client in the most satisfactory state of repair in accordance with budget allocation by:

- Utilise assigned resources associated with parks/ natural areas maintenance to provide the most efficient and cost effective environment.
- Assist in the maintenance, repair, security and care of plant, equipment, tools and other Council assets assigned to or utilised by you or your team.
- Suggest improvements in operations, maintenance requirements and other activities within area of responsibility.
- Assist in review of works undertaken.
- Assist in maintaining work schedules and programs (Asset Management Systems) in relation to parks and gardens activities by using computers and mobile devices.

- Communicate with the community and internal customers in regards to parks/natural areas maintenance.
- Ensure accurate completion of own works orders, dockets, daily diary (if required), accidents and incident reports and other organisational forms and reports as required.
- Ensure compliance with Council policy and procedure including Council's Code of Conduct, Purchase, Risk Management and other relevant policies.
- Be aware of and protect public utilities on work site.
- Physically undertake parks/natural areas labouring activities throughout the city.
- Provide basic operational advice to Supervisor.

Demonstrate effective leadership by:

- Continuing development of an organisational culture consistent with the Council's Purpose Approach and Values
- Maintain technical competency and continually improve quality of service provided.

Work within and apply environmental and sustainability principles within area of responsibility.

Assist in the maintenance of the Works Depot.

Perform other duties consistent with the requirements of the position.

### **Work Health & Safety (WHS)**

- Actively participate in a safe and healthy working culture.
- Required to take reasonable care of yourself and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WHS purposes
- Participate in WHS training as required and contribute to the identification of hazards and assessment of risks as required
- Ensure all incidents, hazards and near misses are reported and followed up.

### **Accountability and Behaviours**

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's).

### **Organisational Values**

Apply and demonstrate Council's Core Organisation Values - Collaboration, Accountability, Integrity, Respect, Sustainability