



INFORMATION PACKAGE

POSITION VACANT

LABOURER (PARKS)

FIXED TERM CONTRACT UNTIL NOVEMBER 2021

REF NO: ESC442

CLOSING DATE: 4.30PM THURSDAY 13 MAY 2021

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Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact David Bohun on 0407 158 028



Collaborative Respectful Team Spirit Professional Open + Trusting



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Vacant Positions section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

Position Description

Labourer


Position Code	390 – Fixed Term
Division	Works
Location	Moruya Depot
Band/Level	Operational Band 1 Level 3

Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation’s strategic direction and assist with decision making.

Our values represent ‘the way we do things’ and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

Our values		We collaborate	We ask for and share ideas, insights and knowledge. We find strength and reward in working together.
		We are respectful	We show respect and compassion to each other and our community. When there are issues, we go to the source.
		We show team spirit	We nurture and value our relationships, bringing out the best in each other.
		We are professional	We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.
		We are open and trusting	We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Carry out physical labouring tasks and assist Parks Supervisors and Assistant Parks Supervisors to realise a safe and well organised project/activity.

Main duties and key result areas (KRA)

1. Actively undertake physical labouring and other related parks manual activities.
KRA: Tasks carried out safely using correct tools, equipment and other resources. Tasks are completed in a safe, timely manner to an acceptable industry standard with minimal guidance.
2. Assist in providing customer service with the public in relation to Parks project elements you are involved in.
KRA: Positive communications with all parties is maintained. Eurobodalla Shire Council customer service reputation is maintained or enhanced.
3. Actively participate in the continuous improvement of Council's Parks activities.
KRA: Workplace underperformance and inconsistencies are reported to supervisor. Suggestions for workplace performance improvement provided to supervisor. Improvements to focus on safety, performance reporting, productivity gains, quality and value for money aspects related to Council's construction and maintenance activities.
4. Assist in the preparation and completion of a work project for Parks activity in area of responsibility.
KRA: Work well planned to allow for a safe, well-organized allocation and use of resources including plant, materials, sub-contractors and service providers. Agreed level of service is achieved. Programmed works are carried out as scheduled. Individual project documentation is accurate and timely.
5. Provide labouring assistance to other staff, contractors, and sub-contractors involved in Parks projects. Actively partake in work team performance reviews.
KRA: Project outcomes meet quality, safety and environmental obligations. Worker is keenly involved in achieving a willing work team culture. Positive communication is maintained with staff, contractors, public and others. All parties work constructively to achieve project outcomes in accordance with Council Policy and Procedures. Involved in regular team review, to promote service delivery improvement, remedy non-conformance and identify staff training opportunities.
6. Follow EEO and diversity principles and practices.
KRA: Work practices are compliant with EEO and diversity policies and procedures.

7. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.
KRA: Council's WHS Policy and procedures complied with.

Qualifications/Experience (Selection Criteria)

Essential

1. Willingness and ability to successfully undertake physical labouring tasks associated with Council's Parks activities.
2. Demonstrated commitment and involvement in a willing work team to achieve work program obligations.
3. Recent previous experience as a labourer in parks and gardens disciplines.
4. Basic understanding and experience in plant capabilities and outputs, used in Parks areas.
5. Relevant Certificate III level qualification or willingness and ability to obtain.
6. Willingness to successfully complete recognised training opportunities.
7. Elementary oral and written workplace communication skills.
8. Elementary literacy and numeracy skills.
9. Willingness and ability to follow EEO and diversity principles and practices.
10. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Licence requirements

The following is the list of licence requirements for this role:

Mandatory licences required prior to commencement

1. Class MR licence (or current Class LR driver's licence and willingness and ability to obtain MR within six months of commencement).
2. WorkCover WHS Induction Construction (white card) certificate (or willingness and ability to obtain prior to commencement).

Mandatory licences required to obtain with Council assistance if not currently held

1. Implement Traffic Control Plans
2. Operate a Pole Saw
3. Trim & Cut Felled Trees Manually
4. First Aid
5. Handle Dangerous Goods
6. Prepare and Apply Chemicals, Transport and Store Chemicals

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Position Vacant
SUPERVISOR: David Cooper – Parks Supervisor Central
DATE: April 2021

CONDITIONS OF EMPLOYMENT

Position Title:	Labourer (Parks)
Reference Number:	ESC442
Grading:	Grade 4 of Council's salary system
Salary Range:	In the range of \$1,094.09 to \$1,153.58 gross per week comprised of: * \$982.77 to \$1,037.10 base salary, * \$16.40 Adverse Working Conditions Allowance, plus * \$94.92 to \$100.08 superannuation (calculated at 9.5%)
Award:	Local Government (State) Award 2020
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.
Vaccinations	As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.

Hours of Work: This is a fixed term placement to cover a period of maternity leave. The completion date is dependent on the staff member's return to the workplace which is expected to be November 2021. This is a full time 38 hours per week position with hours currently arranged:

Mon to Thurs 6.55am to 4.05pm

Fri – Week 1 6.55am to 2.05pm

Fri – Week 2 RDO

with variations from time to time to meet work requirements.

ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from the Moruya Depot and required to work at various locations across the Shire.

Leave Entitlements: Pro rata of full time entitlements will apply. Full time entitlements are 4 weeks annual leave per full year of service and 3 weeks sick leave.

ESC is committed to a safe and mentally and physically healthy workplace environment. Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



EUROBODALLA SHIRE COUNCIL DIVISION CHART

