



POSITION DESCRIPTION

Position Title:	Parks Labourer	Reports to:	Parks Supervisor
Department:	Parks and Operations	Directorate:	Infrastructure Services
Stream:	Stream B field	Pay Level:	Level 3 (Division 2 - Section 5) \$2,254.40 / fortnight plus superannuation
Award:	Queensland Local Government Industry Award – State 2017	Agreement:	The Southern Downs Regional Council Certified Agreement, as amended

1.1 THE DEPARTMENT

The Parks & Operations Department delivers a range of services internally and externally which contribute to the overall service outcomes of Council. As part of the Infrastructure Services Directorate, the Department delivers an extremely diverse range of operational field roles including maintenance of Council parks, gardens, buildings and playgrounds. Other services include management of building service contracts, fleet mechanical repairs and supporting grieving families through our cemetery services. The Department also delivers capital works projects for Council buildings, parks and cemeteries, and as part of its field work manages the procurement and disposal of road vehicles and heavy plant operated by Council.

1.2 VALUES

Southern Downs Regional Council recognises our people as our strength, and our five values guide how we work with each other, our actions, our decision making and how we serve our community. Our values bring us all together and contribute to our employees having a meaningful and rewarding career, with opportunities to grow and thrive.



Act with Integrity | **One Region, One Team** | **Lead by Example** | **Service Excellence** | **Our People, Our Strength**

1.3 THE OPPORTUNITY AND JOB ROLE

Carry out the duties of construction and maintenance within parks and gardens and other facilities in a professional manner so as to create a positive impression for the community and the region’s visitors.

1.4 KEY RESPONSIBILITIES AND DELIVERABLES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans. All duties are to be conducted in an efficient, timely, professional and safe manner.

The key responsibilities and deliverables for this role include:

- Maintaining records consistent with Council requirements and the Privacy Principles;
- Construction, maintenance and development of parks and gardens, streetscapes and public areas.
- Basic horticulture and landscape design.
- Preparation of work sites prior to commencement and cleaning up following completion of works.
- General watering and minor water maintenance work.
- Operation of a variety of machinery, small plant, mowers and hand held power tools.
- Cleaning of the Central Business District and other streets within the region.
- Collecting litter from parks, open spaces, streets and public areas including carparks.
- Emptying street and park bins.
- Washing and cleaning bin liners.
- Cleaning walls, floors and sewerage fixtures in park and public toilets.
- Maintaining any collection vehicle or general vehicle in a clean and tidy condition.
- Cleaning debris from roads as soon as possible where required or requested.

Other duties as directed by the supervisor.

1.5 SELECTION CRITERIA

ESSENTIAL CRITERIA

1. Proven ability in, and general knowledge of, general garden construction and maintenance, basic horticultural techniques and rudimentary landscape design.
2. Ability to prioritise workload and complete within set timeframes.
3. Demonstrated ability to work effectively whilst alone and in a small team with limited onsite supervision.
4. Good communication skills to effectively communicate with Council staff and members of the general public.
5. Demonstrated ability to undertake manual handling and labouring duties while exposed to the elements for extended periods.
6. Sound literacy, numeracy and problem solving skills including the ability to complete documentation in the workplace.
7. Proven ability to operate and complete preventative maintenance on a variety of hand tools, machinery and mowers related to parks and gardens operations.
8. Knowledge of Work Health and Safety requirements relevant to a parks environment.

DESIRABLE CRITERIA

1. A sound understanding and general interest in Local Government operations.

1.6 TRAINING

- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

1.7 WORK HEALTH AND SAFETY RESPONSIBILITIES

- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.

- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

1.8 ORGANISATIONAL RESPONSIBILITIES

- Comply with all the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

1.9 REQUIRED LICENCES AND QUALIFICATIONS

- A Class C (car) licence or greater is required in this role
- A white construction card or the ability to obtain one is a mandatory requirement for this role

1.10 DESIRABLE LICENCES AND QUALIFICATIONS

- Relevant qualification (eg.Parks & Gardens, Horticulture) at a certificate III or higher.
- Current LR class licence (Truck).
- Chainsaw/Polesaw competency/ticket.
- Possession of a Commercial Operators Licence (spray/chemical application).

1.11 OTHER POSITION REQUIREMENTS

VACCINATIONS – MANDATORY

- Immunisation record indicating Hepatitis A&B vaccinations or immunity; or the ability to be vaccinated in accordance with Council’s Immunisation Procedure.

PROBATION PERIOD

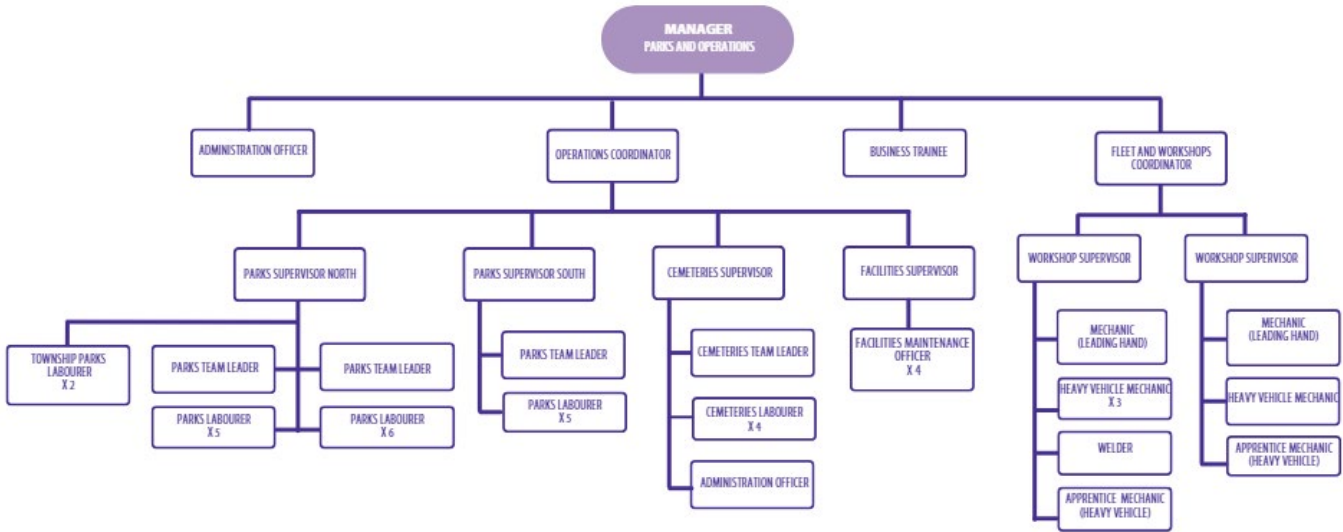
- This role is subject to a three (3) month Probation period to a maximum of six (6) months, during which time the employee will be assessed for suitability as part of ongoing development in the role.

PRE-EMPLOYMENT CHECKS

- Prior to employment external candidates **will** be subject to the following checks in most instances:
 - National Criminal History Check (mandatory)
 - Pathology Drug and Alcohol screening (mandatory)
 - Reference Checks (mandatory)
 - Health Declaration (mandatory)
- Prior to employment external candidates **may** also be subject to the following checks:
 - Functional Capacity Assessment / Fitness for Work (to assess physical suitability for the role)
 - Formal qualifications check
 - Rights to Work in Australia – VEVO check
 - Licence disqualification / traffic history checks with Queensland Government
 - Blue card Working with Children Check
 - Any other check that is reasonably required by Southern Downs Regional Council

1.12 REPORTING STRUCTURE

ORGANISATIONAL RELATIONSHIP



Council values diversity and welcomes applications from people of all backgrounds and cultural heritage, that have working rights in Australia.



Southern Downs
REGIONAL COUNCIL

Southern Downs

A great place to live, work, play and stay.