

POSITION DESCRIPTION



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

POSITION DETAILS

POSITION TITLE	Adavale Town Maintenance Officer
DEPARTMENT	Engineering Services
POSITION STATUS	Permanent Part-time
AWARD	Queensland Local Government Industry (Stream B) Award – State 2017
CLASSIFICATION	Level 1 – 2
REPORTS TO	Town Services Supervisor
DELEGATIONS	As per Council's Delegation of Authority Register

QUILPIE SHIRE COUNCIL VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust and Teamwork.**

POSITION OBJECTIVE / OVERVIEW

To undertake day-to-day maintenance and cleaning of council buildings, town parks and gardens, sporting facilities, cemetery and garbage tip to enhance the complete township of Adavale for community and visitor amenity.

KEY ACCOUNTABILITIES / DUTIES

1. Maintenance and improvement of streetscape and public areas;
2. Daily watering (or as required) of lawns, shrubs, plants and trees;
3. Mowing, whipper snipping and weeding of all grass areas;
4. Cleaning and maintenance of picnic areas, Adavale Cemetery, Shire buildings, public toilets and other Council assets;
5. Provide airport maintenance services;
6. Provide backup service for the removal of refuse and maintenance of Adavale Rubbish Tip;
7. Cleaning/maintenance of Adavale Sport and Recreation Grounds;
8. Maintenance of camp facilities at Adavale Council Depot;
9. Undertake road inspections and reporting; and
10. Other duties and responsibilities as requested by the Town Services Supervisor, Works Coordinator or Director of Engineering Services within the skill set of the incumbent.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Ability to carry out all aspects of gardening and street maintenance;
- Ability to carry out minor maintenance / repairs / cleaning for all Council assets;
- Ability to relate well to all community members;
- Current General Construction Induction Card;
- Current Queensland 'C' Class Driver's Licence;
- Fitness to undertake regular manual labour work;
- Demonstrated skills in the use of small plant and machinery;
- Ability to work unsupervised; and
- Current Tetanus, Hepatitis A and Hepatitis B immunisations (or willing to obtain).

Desirable

- Current MR Class Queensland Driver's Licence;
- Appropriate tickets for medium size plant and machinery;
- Current Traffic Management Implementation qualification (or willing and able to obtain); and
- Knowledge of plants, watering requirements and standards of garden maintenance and tidy towns.

WORK ENVIRONMENT and PHYSICAL DEMANDS

Work duties are primarily performed in an outdoors environment and regularly exposed to changing weather conditions. Accordingly, the position requires the capability to work outdoors particularly in the hot and humid local climate. The position also requires the physical capability to perform manual labouring tasks that require the full range of human movement such as climbing, shoveling, lifting, bending, twisting, pushing, squatting, reaching and stretching.

The Adavale Town Maintenance Officer may at times be required to supply their own vehicle in exchange for a vehicle hire allowance.

ORGANISATIONAL ACCOUNTABILITIES

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable for adhering to Council's Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council's overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).

ACKNOWLEDGMENT

I hereby agree to abide by all Council's corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Print Name	
Date	/ /