

POSITION DESCRIPTION



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

POSITION DETAILS

POSITION TITLE	Labourer (Town Services)
DEPARTMENT	Engineering Services
POSITION STATUS	Permanent Full-time
AWARD	Queensland Local Government Industry (Stream B) Award – State 2017
CLASSIFICATION	Level 2 - 3
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 efficiently and effectively carry out maintenance of town streets and amenities (including airports, landfill areas, parks and gardens, cemeteries and recreational areas) to enhance the townships within the Quilpie Shire.

KEY ACCOUNTABILITIES / DUTIES

1. Maintenance and development of streetscape and public areas to improve amenities including:
 - Planting and fertilising of grass, trees, shrubs, plants and flowers;
 - Daily watering (or as required) of lawns, shrubs, plants and trees;
 - Mowing, whipper-snipping and weeding of all grass areas; and
 - Cleaning and maintenance of picnic and barbeque areas.
2. General labouring duties at Town Cemeteries;
3. Setting up and dismantling of event facilities;
4. Carry out duties in other towns as required; and
5. Other duties and responsibilities as requested by the Town Services Supervisor or Director of Engineering Services within the skill set of the incumbent.

QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE

Essential

- Current Queensland 'MR' Class Driver's Licence;
- Aptitude for gardening and plant care and working in landfill areas and cemeteries;
- Demonstrated skills in the use of small plant and machinery;
- Sufficient communication skills to deal with members of the public and other Council staff;
- Understanding of PPE compliance issues and use of appropriate PPE at all times;
- Current General Construction Induction Card; and
- Current Tetanus, Hepatitis A and Hepatitis B immunisations (or willing to obtain).

Desirable

- Formal qualifications in relevant field of horticulture/civil earthworks;
- Current Queensland 'HR' Class Driver's Licence;

- Appropriate Certificate of Competencies for medium size plant and machinery; and
- Knowledge and/or experience in the maintenance of plants, sports fields, landscaping, tree planting and pruning.

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.

WH&S DUTY STATEMENT

All employees have a duty under Section 28 of the Workplace Health and Safety Act 2011.

While at work, all Quilpie Shire Council workers must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow their person to comply with the Act; and
- Co-operate with any reasonable policy or procedure of the person conducting the business of undertaking relating to health or safety at the workplace that has been notified to workers.

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).

ACKNOWLEDGEMENT

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	/ /