

POSITION TITLE	Labourer/Cleaner Parks & Gardens
DEPARTMENT	Infrastructure Services
GROUP	Works
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGEA Level 3
REPORTS TO	Supervisor P&G

Department Summary

The Infrastructure and Maintenance Department is responsible for the planning and delivery of Council capital works and major operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste

Position Summary

This position provides a high standard of operational and maintenance support to the Parks and Gardens section by performing cleaning and maintenance duties as well as general labouring tasks.

Key Responsibilities

- Clean and maintain Council amenities blocks, picnic shelters, BBQs and rubbish bins to Council standards;
- Ensure Parks & Gardens amenities are sanitized, free from waste and serviceable, ensuring safe access and ease of use for the general public;
- Monitor and report on vandalism and maintenance requirements;
- Remove and dispose of debris and litter from parks and gardens;
- Complete all documentation and record keeping duties (as required) in a timely, neat and accurate manner;
- Undertake street cleaning duties as required (including pressure cleaning using a gurney truck) and provide manual labour within the Parks and Gardens section;
- Maintain a satisfactory level of fitness to efficiently and consistently perform the physical work requirements of the role;
- Operate, maintain, monitor and service machinery, tools and equipment in accordance with machinery maintenance schedules, Operator Manuals and Council's Operator Handbook ensuring it is used safely, kept clean and in a serviceable condition;
- Assist and undertake landscape construction and maintenance of parks, gardens and playgrounds as required;
- Ensure that rostered early starts at 4am are adhered to and scheduled works are completed as scheduled.
- Other reasonable duties as required from time to time

Skills and knowledge

- The position calls for physical work to be undertaken, the incumbent must be physically fit and able to efficiently undertake these tasks;
- Demonstrated ability to work as a member of a team;
- Demonstrated verbal and written communication skills;
- Demonstrated knowledge of commercial cleaning practices and equipment;
- Skills and knowledge in landscape gardening or the ability to rapidly acquire this knowledge;
- Knowledge and training in the safe handling and storage of hazardous substances and cleaning agents;
- Aware of safe work practices including manual handling techniques and able to follow Workplace Health and Safety procedures and policies.

Qualifications and Experience

Essential (Mandatory for the position)

- Queensland Construction Blue Card, or National Equivalent White Card;
- Current LR Drivers Licence or the ability to obtain one;
- Demonstrated experience in commercial cleaning and operating cleaning equipment;
- Experience in the operation of mowers, brush cutters and chainsaws, or the ability to rapidly acquire these skills.

Desirable

- Level I Chainsaw qualification;
- Certificate II in Horticulture or equivalent experience;
- Demonstrated experience in the installation and maintenance of irrigation systems, or the ability to rapidly acquire;
- ACDC Certificate.

Environmental Obligations

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

SCHEDULE S3

WHS RESPONSIBILITY STATEMENT

Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above position description and WHS Responsibility Statement S3					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	

Last Review Date: 19 July 2022