

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

To provide a high standard of operational and maintenance support to the Parks and Gardens Section by applying labouring skills and knowledge equivalent to that of Level II Horticulture qualification.

Key Responsibilities

- Comply with council's Code of Conduct and perform duties in a manner that positively influences public perceptions on Council's Parks and Gardens work force;
- Operate Parks and Gardens machinery, plant and equipment and perform all task safely and effectively in an accordance with Council policy and procedure;
- Ensure worksite housekeeping and vehicle presentation is of a high standard and reflects positively on Council's image;
- Foster respectful and productive working relationships within the crew and across other sections of Council;
- Fertilise, irrigate, mow, weed and maintain parks and gardens as directed;
- Prune, spray and control pests in parks and gardens with due regard for the safe use of agricultural chemicals;
- Remove and dispose of debris and litter from parks and gardens;
- Maintain equipment used in a safe, clean and serviceable condition;
- Assist & undertake landscape construction and maintenance of parks, gardens and playgrounds as required including the cleaning of facilities;
- Other responsibilities as reasonably expected.

Skills and knowledge

- Demonstrated ability to work as a member of a team;
- Demonstrated verbal and written communication skills;
- Strong work ethics and results focused;

- The position calls for physical work to be undertaken, the incumbent must be physically fit and able to efficiently undertake these tasks;
- Knowledge and experience in the operation of mowers, brush cutters and chainsaws, or the ability to rapidly acquire these skills;
- Demonstrated knowledge and experience in the installation and maintenance of irrigation systems, or the ability to rapidly acquire these skills;
- Aware of safe work practices including manual handling techniques and able to follow Workplace Health and Safety procedures and policies;
- Demonstrated knowledge and experience in horticulture, or the ability to rapidly acquire this knowledge.

Qualifications and Experience

Essential (Mandatory for the position)

- Queensland Construction White Card, or National equivalent;
- Traffic Management Level 1 (MUTCD) or ability to acquire;
- Current 'C' Class Drivers Licence;
- Custodial Awareness Attainment or be able and willing to obtain;
- Prepared to work anywhere within the Mareeba Shire Council as required.

Desirable

- Level I Chainsaw qualification;
- ACDC Licence;
- Loader & Bobcat ticket;
- MUTCD Level 2;
- Certificate II in Horticulture or higher level of Attainment in Horticulture / Turf management
- Operator Tickets for tractor, frontend loader or Bobcat;
- MR Class Drivers Licence;
- Current Traffic Control Accreditation or be eligible to obtain accreditation, which will require a criminal check (Crimtrac).

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: 24/02/2020