

POSITION TITLE	Labourer Parks & Gardens
DEPARTMENT	Infrastructure Services
GROUP	Works
LOCATION	Mareeba
CLASSIFICATION / LEVEL	LGEA Level 3
REPORTS TO	Foreperson Parks & Open Spaces

Department Summary

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

Department business units include:

- Works
- Technical Services
- Water & Waste
- Assets & Projects

Position Summary

The Labourer Parks & Gardens is required to provide a high standard of operational and maintenance support to the Parks and Gardens section by applying labouring skills and knowledge equivalent to a Certificate II in Horticulture. Our Labourer Parks & Gardens will need to work anywhere within the Mareeba Shire as required.

The position requires physically demanding work to be undertaken in a hot and humid climate on a daily basis. As such it is the responsibility of the Labourer Parks & Gardens to ensure they are physically fit and able to efficiently and consistently undertake these tasks. This includes a requirement to maintain their weight at or below the Safe Working Load (SWL) for the seat of the machinery and equipment the position is required to operate.

Key Responsibilities

- Perform duties in a manner that positively influences public perceptions on Council's Parks and Gardens work force
- Operate Parks and Gardens plant, machinery and vehicles in a safe and competent manner to ensure compliance with Council requirements including safe work method statements
- 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 reasonable duties as directed from time to time

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
- 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
- Awareness 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)

- Current Queensland C class driver's licence
- Queensland Construction White Card, or National equivalent
- Traffic Management Level 1 (MUTCD) or to be obtained within six months of commencement

Desirable

- Level 1 Chainsaw qualification
- ACDC Licence
- 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 driver's Licence
- Current Traffic Control Accreditation or to be obtained within six months of commencement, 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.

Employees may be required at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS Responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide the relevant training.

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. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officers
13. Report any safety concerns to your supervisor
14. 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: 10 April 2024