

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

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| Position Title: | Mower Operator/Labourer – Parks & Open Space | Industrial Instrument: | Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream B Award |
| Position Number: | New | Classification Level: | 4 |
| Employment Location: | Woodgate | Position Status: | Casual |
| Department: | Community and Environment | Document Last Reviewed: | 12/09/2022 |
| Branch: | Parks, Sport & Natural Areas | Job Dictionary: | MD-5-103 |
| Accountable To: | Area Supervisor - Childers/Gin Gin | | |
| Aim of Position: | <p>The focus of this position is to be part of a multi-disciplined team that is capable of performing a wide range of maintenance, repair and improvement activities within the Environmental Services section.</p> <p>A significant portion of this role is to operate large ride on equipment (e.g. skid steer loader exceeding 2,000cc, or ride-on mower exceeding 12h.p). The role may also include some operation of forklifts and hydraulic mobile platforms; and rigid motor vehicles that may exceed 15t GVM.</p> | | |

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

- The position involves labouring, gardening, cleaning, maintenance, repair and improvement activities including the following:
 - Maintaining a safe working environment
 - Working on and near roads
 - Operate and maintain equipment, and machinery in accordance with Council's requirements and to manufacturer's instructions including large ride on Mowers, forklifts, and hydraulic mobile platforms; and rigid motor vehicles that may exceed 15t GVM
 - Operating various small mechanical plant such as mowers, brush cutters, hedge trimmers, blowers, spray equipment, rotary hoes, and chainsaws.
 - Working with underground utilities

- Working in Public amenities
 - Manual Handling; including lifting, hand digging, shoveling
 - Horticultural activities including - gardening, propagation, vegetation pruning, tree lopping, planting, irrigation installation and maintenance, landscaping, weeding, fertilising, treating pests and weeds.
 - Assist with grave site preparation and burials at cemeteries, as required.
 - Assist other crews when required and perform other duties as directed
2. Ensure that job sites and operations being performed are in line with Workplace Health and Safety requirements - including job setup in line with MUTCD requirements

Position Requirements - Qualifications and Experience:

Mandatory:

1. Demonstrated qualifications for operating vehicles and relevant item/s of plant; including possession of current Driver's Licence Class 'C'; (Special Vehicle endorsement - Class 'UD' & Class 'MR' or 'HR' is desirable).
2. Demonstrated high level of experience in the operation and basic maintenance of relevant item/s of plant.
3. Demonstrated high level of knowledge and experience in maintenance and improvement of parks, streetscape, landscape and horticultural environments.
4. Possession of a current Construction Industry General Safety Induction is essential.
5. Industry experience in Parks Environment, Landscape and Horticultural activities; that may include labouring, gardening, cleaning, maintenance and repair, maintaining and pruning vegetation, grass and turf management, herbicide application, playscape maintenance, traffic control and signage set-out.
6. Demonstrated high level of Experience operating relevant item/s of plant.
7. Workplace Health and Safety Certificate of Competency for the relevant item/s of plant.
8. Possession of a current Class 'C' Drivers Licence is essential.
9. Sound knowledge or the ability to gain knowledge in the applications of Council work practices, policies, procedures and guidelines
10. Demonstrated high level of ability to follow work practices, policies, procedures, instructions and guidelines.
11. Sound Written and verbal communication skills
12. Demonstrated high level of ability to understand and complete established forms and general reporting requirements relevant to the position.
13. Good interpersonal skills to effectively liaise with Council staff and the general public.
14. Demonstrated high level of ability to work effectively within a team environment under general supervision.
15. Physical capability to frequently perform manual labouring tasks as described in the position description and role clarity statement - that may involve strenuous activity, repetitive actions and work in an outdoors environment exposed to natural elements.
16. Demonstrated high level of ability to plan and schedule tasks to ensure they are performed efficiently.

Desired:

1. Other classes of licence may be required for operation of some vehicles and plant and possession of a Special Vehicle endorsement - Class 'UD, and current classes 'MR' or 'HR' Drivers Licence
2. (a Certificate II or higher in a Horticultural related field, a Chainsaw Ticket and Herbicide Operator Ticket (AC/DC) is desirable).

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

| Capability | Descriptors |
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| Building Relationships (mandatory) | Engage people to build positive relationships: <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly |
| Customer Focus (mandatory) | Focuses on customers: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Engages customers in a friendly and appropriate manner 3. Shows respect for customers and stakeholders |
| Safety and Professionalism (mandatory) | Models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Identifies safety issues and problems, takes and monitors corrective action 2. Is consistent in word and actions 3. Is viewed as trustworthy, honourable and truthful, and respectful of the view of others 4. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self |
| Job Requirements (mandatory) | Applies knowledge and skill: <ol style="list-style-type: none"> 1. Able to demonstrate knowledge appropriate for their role 2. Demonstrates strong skills in their functional area 3. Committed to maintaining a high standard of practice in their role |
| Cross-Organisational Thinking | Understands how their work makes a difference to Council: <ol style="list-style-type: none"> 1. Can describe the vision and purpose for their direct area 2. Able to describe how their work contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing their work |
| Leading People | Supporting others: <ol style="list-style-type: none"> 1. Provides considered and supportive feedback to other team members and colleagues |
| Developing People with a One Team Focus | Supports others' capability development: <ol style="list-style-type: none"> 1. Readily shares their knowledge and experience 2. Acts as a coach, mentor, role model and sounding board for others |
| Driving People's Performance | Focuses on performance: <ol style="list-style-type: none"> 1. Seeks to understand tasks, asks questions and knows what is expected of them 2. Approaches challenging work situations with positive energy 3. Sets priorities and organises self to meet work deadlines 4. Reports progress and any potential delays of issues which may impact on others |
| Managing Stakeholders | Manages internal and external relationships: <ol style="list-style-type: none"> 1. Written and verbal communication is clear and concise 2. Listens to others actively and attentively 3. Demonstrates a friendly and engaging interpersonal style 4. Builds networks with peers 5. Works collaboratively with others |
| Decision Making | Makes sound decisions: |

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| | <ol style="list-style-type: none"> 1. Demonstrates ability to research, understand and analyze information relevant to work tasks 2. Shows judgement in decision making |
| Making Improvements | Open to making improvements: <ol style="list-style-type: none"> 1. Shows a willingness to try new ways of working 2. Generates and shares new ideas and suggestions for improvement |
| Progressing Change | Responds flexibly to changes: <ol style="list-style-type: none"> 1. Works to embrace and assist change 2. Helps to engage others in the change process 3. Shows resilience in times of uncertainty |

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

| Accountability | Action |
|---|--|
| 1. Workplace Health and Safety | <ol style="list-style-type: none"> 1. Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures. |
| 2. Culture | <ol style="list-style-type: none"> 1. Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. 2. Comply with Council's Code of Conduct and all Council policies and procedures at all times. |
| 3. Information Services and Technology | <ol style="list-style-type: none"> 1. Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. 2. Use Council's technology appropriately and with respect. |
| 4. Disaster Management | <ol style="list-style-type: none"> 1. Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated. |
| 5. Customer Service | <ol style="list-style-type: none"> 1. Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence. |
| 6. Financial Accountability and Governance | <ol style="list-style-type: none"> 1. Models compliance with Council's procurement Policy. 2. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. 3. Legislative Sub-Delegations and authorisations may also be applicable. |
| 7. Corporate record keeping | <ol style="list-style-type: none"> 1. Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements. |

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

| Vaccination Name | Requirement |
|------------------------------------|---|
| Tetanus | Staff in job roles which have regular contact with manured soil, work outdoors or work with wood. |
| Twinrix (Hepatitis A and B) | For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with rural and remote Indigenous communities, childcare, carers of people with disabilities, healthcare workers, plumbers or sewage workers. |
| Q Fever | Only staff in job roles where contact with cattle, kangaroos, sheep, goats, camels is likely (alive and dead) or are regularly transiting paddocks, work yards etc. frequented by cattle, kangaroos. |
| COVID-19 | Staff are to be fully vaccinated and provide appropriate evidence; or provide evidence of a medical contraindication |