

POSITION DESCRIPTION



Position Title: Parks and Gardens Labourer
Department: Parks & Water Operations
Division: Open Space
Grade: 1
Approved Status: Permanent Full Time – 38 hours/week
Last Reviewed: September 2023
Reviewed By: Operations Manager, Open Space.

1. Objectives of Position

- 1.1. To carry out general parks and garden maintenance activities including the operation of small plant and hand tools
- 1.2. To work as part of a team

2. Key Accountabilities

2.1. Technical / Operational

- 2.1.1. Assist in the construction and maintenance of gardens, including garden cultivation, planting of trees, shrubs and annuals, pruning / trimming of trees and shrubs, mulching, watering and fertilising of plants, collection of litter etc.
- 2.1.2. Carry out turf maintenance / renovation as directed.
- 2.1.3. Control roadside growth as directed.
- 2.1.4. Mowing of nature strips, parks, reserves, and turf areas.
- 2.1.5. Carry out weed control (through both herbicide spraying and manual control) in parks, reserves and roadsides.
- 2.1.6. Operate minor plant associated with parks and gardens activities including (but not limited to):
 - Secateurs, pruners, loppers, chainsaws, hedges, pole saw;
 - blower
 - Whipper-snipper;
- 2.1.7. Undertake a variety of tasks which include manual handling and use of hand tools such as shovels, crowbars, brooms, rakes, hammers, forks and hoes.
- 2.1.8. Erect temporary barricades as directed.
- 2.1.9. Carry out routine maintenance work on plant and equipment.
- 2.1.10. Carry out inspections of facilities as directed.
- 2.1.11. Submit timely and accurate records (e.g. timesheets) to appropriate person as required.

2.2. Management & Leadership

- 2.2.1. Perform duties in a manner that constantly seeks to build and improve on abilities.
- 2.2.2. Carry out additional duties that are within the limits of skill, competence and training, to assist the section in meeting its overall objectives and have the ability to comprehend and take instructions and directions.

2.3. Communication, Consultation & Engagement

- 2.3.1. Attend team meetings as directed.
- 2.3.2. Provide courteous, efficient and timely customer service to internal and external customers.
- 2.3.3. Maintain effective communication with all staff.
- 2.3.4. Support and promote team work through co-operation, communication, sharing information, provision of accurate advice and maintenance of effective communication between staff across the organisation.
- 2.3.5. Ensure that all Council policies, initiatives and practices relating to customer service are adhered to in the work environment.
- 2.3.6. Where appropriate or as directed, advise the public of proposed works that are likely to cause an inconvenience to them and ensure that any matters raised are responded to courteously and effectively.
- 2.3.7. Comprehend instructions, complete basic work records and be able to clearly and positively communicate with supervisors, team members and members of the public.

2.4. General

- 2.4.1. To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- 2.4.2. Collaborate and communicate with the Parks and Gardens team members to create an enthusiastic and motivated atmosphere where staff work with a sense of urgency.
- 2.4.3. Support management in the process of workplace reform, service competitiveness and the achievement of objectives by proactively working to improve operational efficiency.
- 2.4.4. Carry out additional tasks within your skill set as assigned by Operations Manager, Parks & Gardens.

3. Position / Department Structure



4. Essential Knowledge, Skills and Experience (Essential Criteria)

- 4.1. Current Drivers Licence (P's minimum) with the ability and willingness to operate different types of plant
- 4.2. Current WorkCover accredited Construction Induction Card (White Card)
- 4.3. Ability to perform manual labour and an interest in working outdoors in the maintenance of parks and gardens
- 4.4. Demonstrated ability to work in a self-directed manner, participate effectively as part of a team, follow instructions and work within a set timeframe
- 4.5. Excellent communication and customer service skills
- 4.6. Ability to maintain accurate records, undertake calculations and complete forms

- 4.7. Willingness to undertake rotational aspect of role and undertake duties in different areas of Council as deemed appropriate by supervisors

5. Desirable Knowledge, Skills and Experience (Desirable Criteria)

- 5.1. Minimum of 2 - 3 years experience in a similar position
5.2. Chemical Users Certificate
5.3. Current MR Licence
5.4. Traffic Control Certificate – Traffic Controller and Implement Traffic Control Plans (1&2)

6. Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: _____ Date: _____
Appointed employee

Signed: _____ Date: _____
Supervisor / Manager

Signed: _____ Date: _____
Director / General Manager

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

1. Work, Health & Safety Responsibilities

1.1. Worker

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.

- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

2. Equal Employment Opportunity Responsibilities

Comply with Equal Employment Opportunity (EEO) legislation as well as Council's EEO policies & procedures.

3. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

4. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

5. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

6. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

7. Delegations

Delegations for the position are listed in the Register of Delegations for Technical Services & Operations – City Parks & Gardens and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

8. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: _____
Appointed employee

Date: _____

Initialled: _____
Supervisor / Manager

Date: _____

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the overall set of capabilities and level required for this role. The capabilities in bold are the focus capabilities for this position, followed a list of their underlying behavioural indicators.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self Checks understanding of own role within the team	Foundational
	Display Resilience and Adaptability Adapts to changing work tasks and environments	Foundational
	Act with Integrity Is open and honest	Foundational
	Demonstrate Accountability Takes responsibility for own actions	Foundational
 Relationships	Communicate and Engage Communicates clearly and respectfully, listens, and encourages input from others. Speaks at an appropriate pace and volume	Foundational
	Community and Customer Focus Shows awareness that he/she is working for the community	Foundational
	Work Collaboratively Shows awareness that he/she is working for the community	Foundational
	Influence and Negotiate Helps find solutions to problems he/she raises	Foundational
 Results	Plan and Prioritise Understands team objectives and own contribution	Foundational
	Think and Solve Problems Finds and checks information needed to complete own work tasks	Foundational
	Create and Innovate Contributes own knowledge and ideas	Foundational
	Deliver Results Takes the initiative to progress work tasks	Foundational
 Resources	Finance Shows respect for the value of public money	Foundational
	Assets and Tools Uses core work tools and equipment effectively	Foundational
	Technology and Information Shows confidence in using the technology required in the role	Foundational
	Procurement and Contracts Complies with basic ordering, receipting and payment processes	Foundational

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none">• Checks understanding of own role within the team• Proactively seeks instruction and guidance• Approaches work tasks with energy and enthusiasm• Stays up to date with knowledge, training and accreditation in relevant skills areas• Is willing to learn and apply new skills• Learns from mistakes and the feedback of others
Relationships Community & Customer Focus	Foundational	<ul style="list-style-type: none">• Shows awareness that he/she is working for the community• Shows respect, courtesy and fairness when interacting with customers and members of the community• Listens and asks questions to understand customer/community needs• Informs customers of progress and checks their needs are being met
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none">• Keeps team and supervisor informed of what he/she is working on• Shares knowledge and information with team members and other staff• Offers to help colleagues and takes on additional tasks when workloads are high• Is aware of the wellbeing of co-workers and provides support as appropriate• Is open to input from people with different experiences, perspectives and beliefs
Results Plan & Prioritise	Foundational	<ul style="list-style-type: none">• Understands team objectives and own contribution• Plans and organises own work tasks• Asks when unsure about the relative priority of allocated tasks• Manages time appropriately and re-prioritises as required• Identifies and informs supervisor of issues that may impact on completion of tasks
Results Think and Solve Problems	Foundational	<ul style="list-style-type: none">• Finds and checks information needed to complete own work tasks• Breaks down information and issues into component parts• Thinks through the options available and checks his/her suggested approach• Refers complex issues and problems to a manager/supervisor

SCHEDULE OF OPERATIONAL RESPONSIBILITIES

9. Work, Health & Safety Responsibilities

9.1. Worker

A worker's responsibilities include, but are not limited to:

- Taking reasonable care for his/her own health and safety.
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.

- Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- Reporting all incidents, hazards and near misses to their direct supervisor.
- Actively participating in injury management and rehabilitation programs.
- Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- Attending all specified training and induction courses.
- Contributing to workplace practice and procedure reviews.
- Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- Participating in workplace inspections.
- Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

10. Workplace Behaviour Standards and Expectations

10.1. Employees' Responsibilities

- In addition to complying with Equal Employment Opportunity (EEO) legislation and Council's Workplace Behaviour Standards and Expectations Policy employees are responsible for:
- Embracing diversity and supporting inclusive workplaces
- Recognising different styles and perspectives
- Contributing to open communication and information sharing
- Taking seriously any incidents of bullying or harassment for themselves and other employees and reporting them promptly

10.2. Child Safe Organisation

- The City of Canada Bay is a Child Safe Organisation that recognises and advocates for the rights of Children and Young People. We aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm.

11. Sustainability Responsibilities

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

12. Record Keeping Responsibilities

Comply with Council's Records Management Policy and the State Records Act 1998.

13. Designated Person Classification

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

or

This position is classified as a "designated position" under section 449 of the Local Government Act 1993. As such a 'Disclosures by Councillors and Designated Persons Return' will need to be completed annually which discloses pecuniary interests and other matters as prescribed by Part 8 of the Local Government (General) Regulation 2005.

14. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

15. Delegations

Delegations for the position are listed in the Register of Delegations and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

16. Organisation Values

Value	Value Statements
We act with integrity	We are accountable to ourselves and our community. We are honest, fair and ethical in all we do. We are clear and transparent in our actions. We do what we say we will.
We empower our people	We invest in our people and build leaders. We encourage our people to be decision makers and to take action. We take ownership of our actions. We are approachable and lead by example.
We are respectful	We listen to each other with an open mind. We build relationships on mutual respect. We are open, honest and constructive in our communication. We are inclusive and embrace diversity. We will respond to our community in a timely and responsible manner.
We work together	We care about each other and about our community. We are committed to building and maintaining a safe environment for our people. We support our people to perform at their best and celebrate achievements. We collaborate to get the best out of each other. We work with our community to build a better future.
We innovate	We encourage and value ideas that will improve services for our community. We are creative problem solvers and are committed to creative thinking. We will be better tomorrow than we are today, building on past success. We continuously improve and challenge ourselves to deliver better outcomes.