

## POSITION DETAILS

<b>Position Title:</b>	Labourer	<b>Position Grade:</b>	1
<b>Department/Directorate:</b>	Operations / City Works	<b>Position Status / Hours per Week:</b>	Full Time / 38 Hours

## PRIMARY PURPOSE OF THE POSITION

- Provide maintenance labouring and cleansing services specifically relating to Passive Parks & local amenities within the City of Ryde
- Undertake maintenance programs as per Service Level Agreements
- Operation of small plant and equipment to their optimum capacity in undertaking tasks
- Observe all specifications, standards and procedures
- Fulfil administrative and record requirements
- Adhere to mandatory requirements
- Participate as a team member and project a positive Council image

## SELECTION CRITERIA

### Education / Qualifications

- School Certificate or higher, or relevant working experience
- WHS General Induction Certificate

### Experience/Specific skills

- Minimum of 12 months experience in a horticultural environment
- High level of competency in the use of horticultural related plant and equipment
- Competent level of WHS procedures
- Competent level of literacy and numeracy
- Broad knowledge of general labouring skills
- Minimum Class C Drivers Licence.
- Basic reading and writing skills to permit completion of time-sheets and site-specific risk assessments

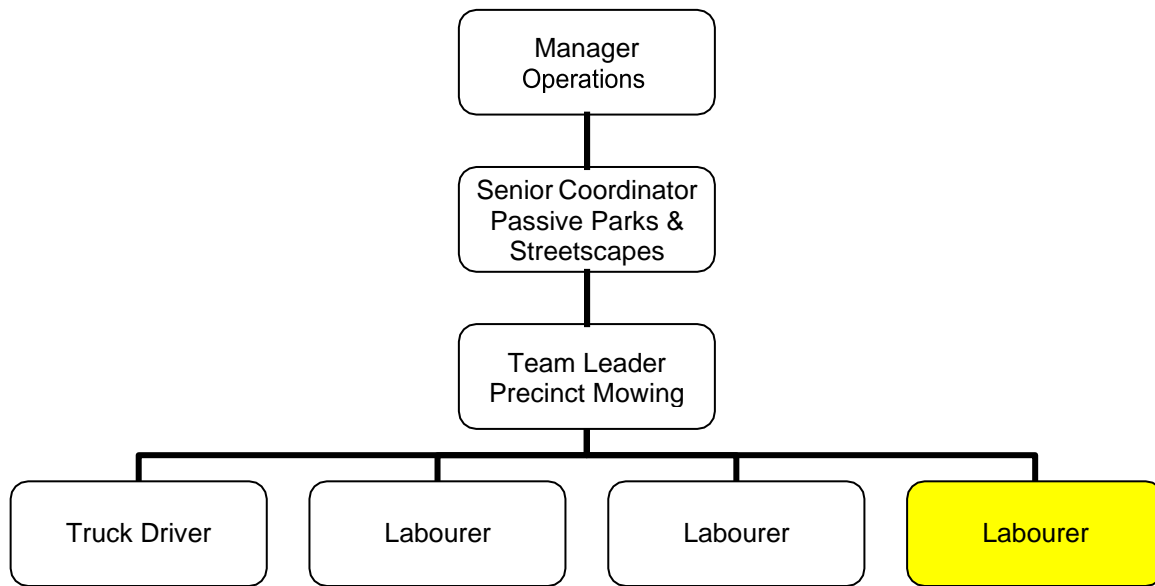
### Personal Attributes

- Ability to work independently or as part of a team to achieve common goals
- Self-motivated with ability to work with limited direct supervision
- Physically fit to carry out the demands of the job
- Able to use initiative to solve day to day work problems
- Able to project a positive image of Council when working in the public domain
- High levels of reliability
- Covid-19 vaccinated

### Desirable Skills, Qualifications and Experience

- Certificate III in a Parks or Horticulture related discipline
- MR Truck licence
- Ability to operate chainsaws
- Bi-lingual language skills

## ORGANISATIONAL CHART



## SERVICE ACCOUNTABILITIES – Contributes to

- Public trees maintenance service
- Natural waterways improvement and maintenance service
- Public weeds delivery management
- Passive Parks improvement and maintenance services

## CORPORATE ACCOUNTABILITIES

The statements below indicate the relevant organisational “Accountabilities” that the position holder is required to observe.

1	To comply with legislative requirements
3	To adhere to Council plans, policies, procedures and Code of Conduct
4	To understand, adhere and promote all OH&S policies and procedures
5	To understand, adhere and promote Council's EEO policies and procedures
7	To understand and respond to the needs of our customers in accordance with the Customer Service Charter
8	To deliver your accountabilities and meet your project milestones, performance targets and service levels as required within your job plan
12	To actively document all policies, procedures, projects and activities (as required)
13	To actively share information and knowledge on issues, training and better practice to relevant staff
14	To identify and initiate improvements of business systems to maximise service delivery
15	To identify and initiate improvements of processes to maximise service delivery

## CORPORATE ACCOUNTABILITIES

16	To deliver all project deliverables through PM_CoR methodology
17	To identify and minimise exposure to risk
20	To be involved in or provide feedback on corporate initiatives
21	To positively and proactively work with others across the organisation to deliver the outcomes
25	To model Council's values
26	To create and contribute to a positive work environment within my team, my Unit and the workplace.
28	To undertake relevant training to improve performance of the individual, organisation and meet mandatory requirements

## WORK HEALTH AND SAFETY RESPONSIBILITIES

You are required to perform your duties in accordance with this Position Description, City of Ryde Code of Conduct, policies procedures and instructions, where appropriate. You are also responsible for the following:

### Work Health and Safety

- Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm;
- Participate in development of safe work methods and risk assessments with your Supervisor when required;
- Actively participate in WHS inductions and training when required;
- Wear Personal Protective Equipment (PPE) in the prescribed manner and when specified;
- Participate in workplace inspections if required;
- Take care of any plant or equipment of any kind, including computer and other telecommunication devices;
- Participate in emergency preparedness training, including any required knowledge for business continuity plans;
- Report all hazards, near misses and damage to City of Ryde property to your Supervisor.

### Certificates of Competency / Licences

- Where required for the position, either by legislation or through City of Ryde policies and procedures, maintain all certificates, licences, operative training etc, and advise Supervisors of any change to these, including vehicle licences.

### Injury Management

- Report all injuries/illnesses to your Supervisor immediately;
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

### Risk Management

- Report any potential public liability and professional indemnity exposures in your workplace to your Supervisor.

## OUR VALUES

All employees at City of Ryde are to observe our values which are:

**Safety**

We are committed to preventing injury to ourselves, our team and our community.

**Teamwork**

We work together with respect and support.

**Ethics**

We are honest, responsible and accountable for our actions.

**Professionalism**

We deliver effective services to the community with consistent decision-making.

Employee's Name:	
Employee's Signature:	
Date:	