

Position Description

Field Operator (Parks Maintenance)

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: November 2021

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 1 Level 3
Position limit within salary system: (20 Grade structure)	Grade 3 Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Works & Civil
Section/Unit:	Open Spaces & Facilities
Team:	As appropriate to the position
Work base:	Yamba Depot, Iluka Depot, Townsend Depot, Rushforth Road Works Depot (as appropriate to the position) however this may change should business need identify other work locations to be more appropriate to deliver our services in the future.
Position responsible to:	Team Leader Open Spaces
Level of support and supervision:	Low supervisor
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Nil
Internal contacts:	All staff within workgroup
External contacts:	General public

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Purpose of the position

Undertake horticultural works and activities to contribute to the operations, maintenance and improvement of Council's open spaces, sportsgrounds, parks and reserves

Major duties and responsibilities

Assist in relevant works to ensure cost efficient delivery of service and a safe working environment for employees and the public, including (but not limited to) the following:

- Undertaking bush regeneration, general grounds, garden and tree maintenance activities within the Open Spaces area of Council
- Undertaking minor construction activities within the Council area
- Undertaking traffic control duties
- Operation of designated items of small and medium plant within the operators capabilities and certification, including medium size out front deck mowers and tractors/slasher

Ensure works are undertaken to required standard

Undertake works in accordance with all quality, environmental and WHS requirements, completing all appropriate documentation including (but not limited to):

- Active involvement in injury prevention and management, and return to work programs
- Risk assessments
- Selection and use of appropriate safe work codes and traffic control plans
- Plant pre start check lists
- Site inductions
- Timesheets and plant sheets

Liaise and coordinate with others to ensure efficient delivery of Council services

Convey information regarding the state of Council's asset/infrastructure

Undertake grave digging operations (as appropriate to the position)

Be responsible for the maintenance of the first aid kit attached to the plant operated by the position

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Certificate II in Horticulture; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Experience

Demonstrated experience in a similar role

Essential selection criteria

Experience in the operation and maintenance of small and medium plant (including tractor/slasher or out front deck mowers)

Experience in grounds maintenance and minor tree pruning activities

Position related skills

Basic computer literacy including basic proficiency in Microsoft word, excel, outlook, and internet applications

Communication skills including the ability to liaise with the public

Ability to follow instructions

Ability to work alone and in isolated areas in a safe manner

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirement

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Certificate III in Horticulture

Licences/tickets, clearances, membership

Safe Work Near Overhead Powerlines Certificate

Current Class 'MR' Drivers Licence

SafeWork NSW Traffic Control Work Training Card 'Traffic Controller'; or equivalent recognised in NSW

SafeWork NSW Traffic Control Work Training Card 'Implement Traffic Control Plans'; or equivalent recognised in NSW

Chainsaw Certificate Level 1 (trim and cross cut felled trees (must hold certification FPICOT2239A or equivalent)

Chainsaw Certificate Level 2 (Basic) (must hold Certification FPIFGM2208A or equivalent)

Experience

Experience in landscaping construction and maintenance

Experience in operation of medium out front deck mowers

Experience in the operation of tractors slashers

Experience in and ability to undertake bush regeneration

Physical requirements of the position

Travel long distances to worksite

Capable of working in difficult terrain (uneven and sloping ground) using equipment such as whipper snippers and hand mowers

Prolonged standing

Frequent bending

Manual handling and lifting

Access and egress to plant and equipment

Operation of plant for extensive periods

Other features of this position may include

Call back

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position based
on this Position Description.

Signed:
Employee

Date
