



INFORMATION PACKAGE

POSITION VACANT

LABOURER (PARKS)

BATEMANS BAY

REF NO: ESC170

CLOSING DATE: 4.30PM WEDNESDAY 3 OCTOBER 2018

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Eurobodalla Shire Council
PO Box 99
MORUYA NSW 2537

Telephone: (02) 4474 1016
Facsimile: (02) 4474 1212
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If, after reading the information in this package, you would like further information please contact David Southwell on 0408 206 244.



Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website www.esc.nsw.gov.au

Claims against the selection criteria

This is the most important part of the application:

- Only applicants that address the selection criteria will be considered for the position and must be complete in order to lodge an application.
- The job description outlines the duties of the job and the selection criteria that your application will be checked against. You should include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- You will be required to address the selection criteria as part of the application process. These are mandatory fields on the online system.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume and complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

JOB DESCRIPTION
INFRASTRUCTURE SERVICES
OPERATIONS – COMBINED CONSTRUCTION & MAINTENANCE ACTIVITIES

JOB TITLE:	Labourer
JOB GRADING:	4
JOB REPORTS TO:	Works Supervisor
PURPOSE OF JOB:	Carry out physical labouring tasks and assist Parks Supervisors and Assistant Parks Supervisors to realise a safe and well organised project/activity.

MAIN DUTIES & KEY RESULT AREAS (KRAs):

Duties will vary according to the skills held

1. Actively undertake physical labouring and other related Parks manual activities including; mowing, wiper snipping, gardening and general horticultural duties as directed.
KRA : Tasks carried out safely using correct tools, equipment and other resources. Tasks are completed in a safe, timely manner to an acceptable industry standard with minimal guidance.
2. Assist in providing customer service with the public in relation to Parks project elements you are involved in.
KRA : Positive communications with all parties is maintained. Eurobodalla Shire Council customer service reputation is maintained or enhanced.
3. Actively participate in the continuous improvement of Council's Parks activities.
KRA : Workplace underperformance and inconsistencies are reported to supervisor. Suggestions for workplace performance improvement provided to supervisor. Improvements to focus on safety, performance reporting, productivity gains, quality and value for money aspects related to Council's construction and maintenance activities.
4. Assist in the preparation and completion of a work project for Parks activities in area of responsibility.
KRA : Work well planned to allow for a safe, well-organized allocation and use of resources including plant, materials, sub-contractors and service providers. Agreed level of service is achieved. Programmed works are carried out as scheduled. Individual project documentation is accurate and timely.

5. Provide labouring assistance to other staff, contractors, and sub-contractors involved in Parks projects. Actively partake in work team performance reviews.
KRA : Project outcomes meet quality, safety and environmental obligations. Worker is keenly involved in achieving a willing work team culture. Positive communication is maintained with staff, contractors, public and others. All parties work constructively to achieve project outcomes in accordance with Council Policy and Procedures. Involved in regular team review, to promote service delivery improvement, remedy non-conformance and identify staff training opportunities.
6. Proactively contribute to improved outcomes on WHS including maintaining own health and safety and that of other people at the workplace or those that may be affected by the work being carried out.
KRA : Legal requirements are met. Council's WHS system, associated policies and procedures are complied with.

QUALIFICATIONS/EXPERIENCE (Selection Criteria)

Essential

1. Willingness and ability to successfully undertake physical labouring tasks associated with Council's Parks activities which involve looking after playgrounds, sports fields, picnic facilities, public toilets and general park areas.
2. Recent previous experience as a labourer in Parks disciplines.
3. Basic understanding and experience in plant capabilities and outputs, used in the Parks & Gardens area.
4. Demonstrated commitment and involvement in a willing work team to achieve work program obligations.
5. Elementary oral and written workplace communication skills.
6. Elementary literacy and numeracy skills.
7. Class LR licence (or current Class C driver's licence and willingness and ability to obtain LR soon after commencement).
8. WorkCover WHS Induction Construction (white card) certificate (if not held, must obtain prior to commencement).
9. Relevant Certificate III level qualification or willingness and ability to obtain.
10. Willingness to successfully complete recognised training opportunities.
11. Demonstrated knowledge of WHS responsibilities together with the ability to proactively contribute in this area and a knowledge of, or an ability to quickly gain knowledge of Council's WHS system, associated policies and procedures.

Desirable:

1. Card for Implement Traffic Control (or willingness and ability to obtain with Council assistance).

The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.

EMPLOYEE: Vacant
SUPERVISOR: David Southwell
DATE: September 2018

CONDITIONS OF EMPLOYMENT

Position Title:	Labourer						
Reference Number:	ESC170						
Grading:	4						
Salary Range:	<p>In the range of \$1,051.67 to \$1,108.85 gross per week comprised of:</p> <ul style="list-style-type: none"> * \$944.63 to \$996.85 base salary, * \$15.80 Adverse Working Conditions Allowance, plus * \$91.24 to \$96.20 superannuation (calculated at 9.5%) 						
Award:	Local Government (State) Award 2017						
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.						
Pre-placement Medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.						
Vaccinations:	<p>As part of Council's duty of care, it is essential the successful applicant for this position be vaccinated against hepatitis, tetanus and other diseases. Where not currently immunised they must be willing to complete a course of vaccinations provided by Council.</p>						
Hours of Work:	<p>Full-time, 38 hours per week with hours currently arranged:</p> <table> <tr> <td>Mon to Thurs</td><td>6.55am to 4.05pm</td></tr> <tr> <td>Fri – Week 1</td><td>6.55am to 2.05pm</td></tr> <tr> <td>Fri – Week 2</td><td>RDO</td></tr> </table> <p>with variations from time to time to meet work requirements.</p> <p>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.</p>	Mon to Thurs	6.55am to 4.05pm	Fri – Week 1	6.55am to 2.05pm	Fri – Week 2	RDO
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Fri – Week 1	6.55am to 2.05pm						
Fri – Week 2	RDO						
Location:	Based from Batemans Bay Depot and required to work at various locations across the Shire.						



Leave Entitlements:

4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and healthy work environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART



**THE
COMMUNITY**

**COUNCIL
Mayor**

**General
Manager**

**Director
Infrastructure
Services**

**Director
Planning and
Sustainability**

**Director
Finance and Business
Development**

**Director
Community, Arts and
Recreation Services**

**Executive Manager
Communication and
Tourism**

EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

