



## **SOUTH GIPPSLAND SHIRE COUNCIL**

### **POSITION DESCRIPTION**

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<b>POSITION:</b>	Roadside Weed Control & Natural Reserves Officer
<b>DIRECTORATE:</b>	Sustainable Communities & Infrastructure
<b>DEPARTMENT:</b>	Sustainability Services
<b>CLASSIFICATION:</b>	Band 1
<b>EMPLOYMENT STATUS:</b>	Casual
<b>CURRENT OCCUPANT:</b>	Vacant
<b>DATE:</b>	January 2017

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### **ORGANISATION OVERVIEW**

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

### **DEPARTMENT/TEAM**

The department of Sustainability Services, situated within the Sustainable Communities & Infrastructure Directorate is responsible for strategy and actions which reflect the Council's commitment to the Victorian Local Sustainability Accord to maintain protect and enhance the municipality's natural environment for a more stable future. Key actions include;

- Implementing and reviewing the South Gippsland Sustainability Strategy and taking a leadership or facilitation role with key regional and local sustainability and waste management networks.



- Strategically managing South Gippsland's waste by providing sustainable solutions for the reduction, collection, resource recovery and disposal of waste.
- Implementing and reviewing strategic management plans and strategies for Councils natural bush reserves with the aim to protect their biodiversity values for future generations.
- Implementing and reviewing Councils Roadside Weed and Pest Animal Management Plan.

The department's annual operating budget is approximately \$5.3 Million, with the majority of the budget being allocated to Waste Management.

### **ORGANISATIONAL RELATIONSHIPS:**

**Reports to:** Biodiversity Supervisor

**Direct Reports:** Nil

#### **Key Internal Relationships:**

- Coordinator Sustainability
- Environmental Projects Officer
- Waste Management Supervisor
- Sustainability Team
- Coordinator Parks & Gardens
- Parks & Gardens Staff
- Depot Staff

#### **Key External Relationships:**

- Contractors
- Landowners
- Residents

### **1. POSITION PURPOSE**

- Assist with the implementation of Councils Roadside Weed & Pest Animal Management Plan as directed.
- Carry out natural reserves construction and maintenance works as directed, ensuring compliance with the Natural Reserves service levels.
- Assist with the works associated with the implementation of Fire Management Plans for Councils natural reserves.
- Operate and maintain plant and equipment.



- Provide a high standard of service to the general public.
- Ensure works are carried out within the required time and to the required standard.

## **2. KEY RESPONSIBILITIES**

To assist with the implementation of Councils Roadside Weed & Pest Animal Management Plan and undertake natural reserves maintenance & construction activities as required.

The main duties and responsibilities of the position are to:

- Assist with the implementation of Councils Roadside Weed & Pest Animal Management Plan through on ground works as directed.
- Maintain vegetation, undertake weed control works and construct and maintain infrastructure in Council owned or managed Natural Bush Reserves as required.

## **3. ACCOUNTABILITY AND EXTENT OF AUTHORITY**

The position is authorised to/responsible for the following: -

- Accountable to the Biodiversity Supervisor, Sustainability Services Department.
- Accountable for the safe operation and daily maintenance of all minor plant and equipment utilised in undertaking required works.
- Accountable to comply with the requirements of Occupational Health and Safety.
- Responsible for ensuring that all works are completed to required standards.
- Responsible for reporting any safety issues or identified OHS risks to the Biodiversity Supervisor in accordance with Council's OHS procedures.
- Accountable to act in accordance with the Councils policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Council.
- Demonstrate commitment to support and embrace a continuous improvement environment and culture within the organisation.



- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.

#### **4. JUDGEMENT AND DECISION MAKING SKILLS**

Judgement and decision making will be within the ambit of the following:

- Follow established guidelines and procedures.
- May need to resolve minor problems relating to an immediate work task.
- Supervision and guidance for all matters is always available.

#### **5. SPECIALIST SKILLS AND KNOWLEDGE**

The skills and knowledge required to perform the duties of the position include:

- Demonstrated knowledge of weed identification, control methods and herbicide use and application.
- Proven experience in undertaking broad scale weed control works including use of appropriate plant and equipment.
- The ability to take direction.
- Demonstrated ability to work independently and as part of a team when required.
- Knowledge of construction principles.
- Experience in the operation of tools, plant, machinery, vehicles and equipment.
- Ongoing development of skills and knowledge through attending professional development programs and taking a proactive approach to continually improving skills and abilities.

#### **6. MANAGEMENT SKILLS**

The required management skills include:

- Not applicable



## **7. INTERPERSONAL SKILLS**

Interpersonal skills include:

- The ability to work as an effective member of a team to maximise the effectiveness and efficiency of the team.
- Skills in oral communication.
- Ability to communicate with members of the public and team members.

## **8. QUALIFICATIONS AND EXPERIENCE**

The qualifications and experience required for the position include:

- Understanding of weed identification, control principles and herbicide use and application.
- Experience in operating & maintaining commercial weed spraying equipment.
- Understanding of basic construction principles.
- Experience in operating & maintaining plant and equipment e.g. chainsaws and power tools.
- Awareness of manual handling requirements.
- Current Agricultural Chemical Users Permit (ACUP) or equivalent.
- Current driver's licence.

## **9. SELECTION CRITERIA**

- Demonstrated understanding of weed identification and management.
- Demonstrated experience in using commercial weed spraying equipment and construction tools including chainsaws and power tools.
- Demonstrated ability to work as a member of a team or independently if required.
- Current Agricultural Chemical Users Permit (ACUP).
- Current Drivers Licence.



## **10. PRE EMPLOYMENT CHECKS**

- Applicants may be required to complete a police check if progressing to the next selection stage.
- Applicants may be required to undergo a pre-employment medical examination if progressing to the next selection stage.