

POSITION DESCRIPTION

Position Title	Operational Assistant – Labourer
Department/Section	Sports Field
Reporting to	Sports Field Coordinator
Location	Hudson Park Driving Range, Strathfield
Grade	3

Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

Council encourages males and females to apply for the role.

Organisational Structure

Department

The People, Places and Civic Services section is responsible for the provision of services relating to:

- Library and Information Knowledge Management
- Parks and Gardens, Open Space Management and Recreation Planning
- Community Engagement, Activities and Events
- Tree Management
- Capital Work, Building Maintenance and Facility Assets

Section

The Sports Field Section is responsible for:

- Maintenance and enhance Council's Sports field areas.
- Maintenance of Council's outdoor assets.
- Promoting Sustainability within the workplace and community.
- Representing Council in a professional and courteous manner

Note:

This Position Description and all associated information is not to be considered as a comprehensive, complete and / or exhaustive 'list' of responsibilities, duties, criteria or outcomes. It is indicative only.

The position advertised is part of a team and as such the incumbent is required to know and learn the roles of others in the team, help other team members and assist in any role as and when required in accordance with the Local Government (State) Award 2020.

The position incumbent should be aware that their role and position is dynamic. Continuing development, change and enhancement of processes, practices, knowledge, skills and behaviours is highlighted and expected by Strathfield Council. People and jobs change and develop over time and this position description is intended to facilitate this (as a living document), where the incumbents active involvement in this endeavour is required.

All duties, tasks and responsibilities etc. must be done to the best of the incumbents' abilities in a timely, effective and efficient manner and to the satisfaction of the General Manager.

Position

The Purpose of this role is to assist in the day to day operations of Hudson Park Driving Range. This includes the collection of golf balls, customer service and labouring duties.

Key Accountabilities

- Complete designated tasks in a quiet, safe, efficient and courteous manner in a suitable timeframe in compliance with WHS requirements and Council's policies;
- Apply safe work practices in accordance with Council's SOPS and the Workplace Health and Safety Act (WHS);
- Comply with the Code of Practice at all times;
- Ensure all issued Personal Protective Equipment is in good order and repair at all times and is used correctly;
- Ensure a safe working environment is maintained at all times with regard to self, other works and the public;
- Under the direction of the nominated supervisor, carry out duties associated with labouring work in the relevant work area including mowing lawns, edging and weed eater, garden bed maintenance, tree care, pruning, rubbish and litter removal, other labouring duties as required.
- Carry out minor trades work as required;
- Promote Council as a courteous and efficient organisation at all times;
- Carry out any other duties as directed by supervisors.

Criteria

Essential

- School certificate or equivalent qualification,
- Ability to carry out allocated duties to Council standard in a timely, efficient and quiet manner as part of a team,
- Have and maintain a level of physical fitness sufficient to undertake the activities of this level,
- Able to communicate to a level that enables the accurate interpretation of instructions, internal memos and the conduct of general communication with members of the public and Council staff,
- Able to work in a team environment or individually under limited supervision,

- Basic reading, writing skill and comprehension skills,
- Be prepared to acquire additional skills for advancement under the current Award;
- Be committed to applying multi-skilling in the workplace;
- Demonstrate a commitment to Equal Employment Opportunity, Workplace Health and Safety (WHS) and Cultural Diversity principles.

Desirable

- Hold a current NSW Class C driver's licence.
- Knowledge of Local Government

Work Health and Safety (WHS) responsibilities

All workers must take reasonable care for their own health and safety and comply and cooperate with reasonable instructions, policies and procedures regarding the safety and health of other persons and workplaces.

Managers and supervisors have a positive duty to exercise due diligence to ensure that Council complies with its safety operations. The employee who occupies these jobs must acquire and keep up-to-date knowledge of Council's work, health and safety systems which include plans, policies and procedures. Managers and supervisors must have an understanding of work health and safety matters within their scope of operations and ensure that processes for compliance are implemented.

All Council workers are expected to:

- Follow safe practices/procedures to perform your duties in a manner, so as affect the health and safety of yourself or others.
- Participate in development of safe work procedures and risk assessments with your Supervisor when required.
- Actively participate in WHS inductions and training when required.
- Wear and use Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in workplace inspections if required.
- Use and maintain plant or equipment of any kind, including computer and other telecommunication devices in accordance with instructions and procedures.
- Participate in emergency preparedness training, including any required knowledge for business continuity plans.
- Report all hazards, near misses and damage as per the SMC reporting procedure
- Participate in accident and incident investigations as required.

Certificates of Competency / Licences

Where required for the position, either by legislation, conditions of employment or through SMC policies and procedures, maintain current certificates, licences, operative training etc, and advise of any change to these, including vehicle licences.

Injury Management

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

Approval of Position Description

- This position description has been reviewed and accurately describes the job.
- Job qualifications and accountabilities are relevant to the position.

Employee: _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____

Position Description reviewed: March 2021