



## **POSITION DESCRIPTION**

### **URBAN SERVICES OPERATOR MENDOORAN**

<b>Department:</b>	<b>Urban Services</b>
<b>Reports to:</b>	<b>Team Leader Urban Services Mendooran</b>
<b>Location:</b>	<b>Mendooran</b>
<b>Grade:</b>	<b>4</b>

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#### **COUNCIL OVERVIEW**

Warrumbungle Shire is a local government area in the central western region of New South Wales. The Shire is traversed by the Newell Highway and the Golden Highway. Warrumbungle National Park, Coolah Tops and Siding Spring Observatory are major tourist attractions for the Shire. Indigenous history, traditions and culture are recognised as important aspects of Warrumbungle Shire, which was traditionally built on agricultural pursuits with the early establishment of wool growing and beef cattle production followed by cereal cropping and today a burgeoning vine growing and horticultural industry.

The Shire is also a meeting place for the nations of our traditional owners and custodians of the land. The northern part of the shire is home to the Gamilaraay people while the southern part of the shire is home to the Wiradjuri people. The nations of the Weilwan and Kawambarai (Werriri) come into the Shire on the western border.

#### **COUNCIL VALUES**

The guiding principles of honesty, integrity, fairness and compassion form the spirit of the team along with respect, transparency, passion, trust and opportunity is how Warrumbungle Shire Council strengthens its working environment to deliver on the aspirations of our community.

#### **PRIMARY PURPOSE OF THE POSITION**

To maintain parks, gardens, sporting fields, town streets, public facilities and amenities within Mendooran under the direction of the Team Leader Urban Services Mendooran. In order to do this successfully it will be necessary to operate a variety of plant and powered equipment safely and competently. It will be necessary to work for periods without direct supervision and to work within a small team to accomplish larger maintenance tasks. A general knowledge of small plant operation, irrigation equipment maintenance, turf management and horticulture will be needed, as well as willingness to utilise technology in the workplace. The successful applicant must always project a positive image of Council and have a strong customer service focus.

#### **KEY ACCOUNTABILITIES**

Within the area of responsibility, this role is required to:

- Carry out a broad range of duties relating to Parks and Gardens including but not limited to:
  - Urban gardening activities
  - Undertaking the safe spraying of chemicals at urban parks and grounds as required

- Marking and preparing grounds for sporting events
- Maintaining public toilet & amenities
- Undertaking inspections, assisting in the maintenance, planting, trimming and removal of trees
- Assisting in urban landscaping including routine maintenance
- Aiding in the installation and removal of street banners & flags
- Having the ability (and the physical capability) to undertake a variety of labouring duties as required.
- Learning about and acting in other parks and gardens roles as required
- Operating the tractor slasher, mowers, street sweeper, chainsaw, cherry picker and other plant and equipment in an efficient and safe manner as required.
- Ensuring the safe operation of all plant used prior to commencing and during work, and diagnose mechanical problems to ensure minimum downtime.
- Providing customer service to the community including answering enquiries from the public and reporting issues for further action.
- Identifying and reporting problems around the shire to ensure they are promptly addressed.
- Carrying out emergency maintenance works, labouring duties and basic administrative and reporting procedures.
- Cooperating with supervisor/manager to ensure activities related to safety, quality and environmental protection requirements are met.
- Ensuring compliance with the WHS Act and its regulations, including:
  - Undertaking site based risk assessments and ensuring that staff use safe operating procedures and/or safe work method statements (SWMS) to guide their activities;
  - Reporting any injury, damage, unsafe condition or hazard to the immediate supervisor, or appropriate person;
  - Wearing protective clothing or equipment in the manner intended;
  - Taking reasonable care for the health and safety of all persons who are at their place of work;
  - Cooperating with the supervisor in the measures taken to ensure occupational health and safety.
- Promote and maintain a positive image of Council to the community

**This is not an exhaustive list of duties, and the job holder may be required to undertake other duties that are within the limits of the employee's skill, competence and training.**

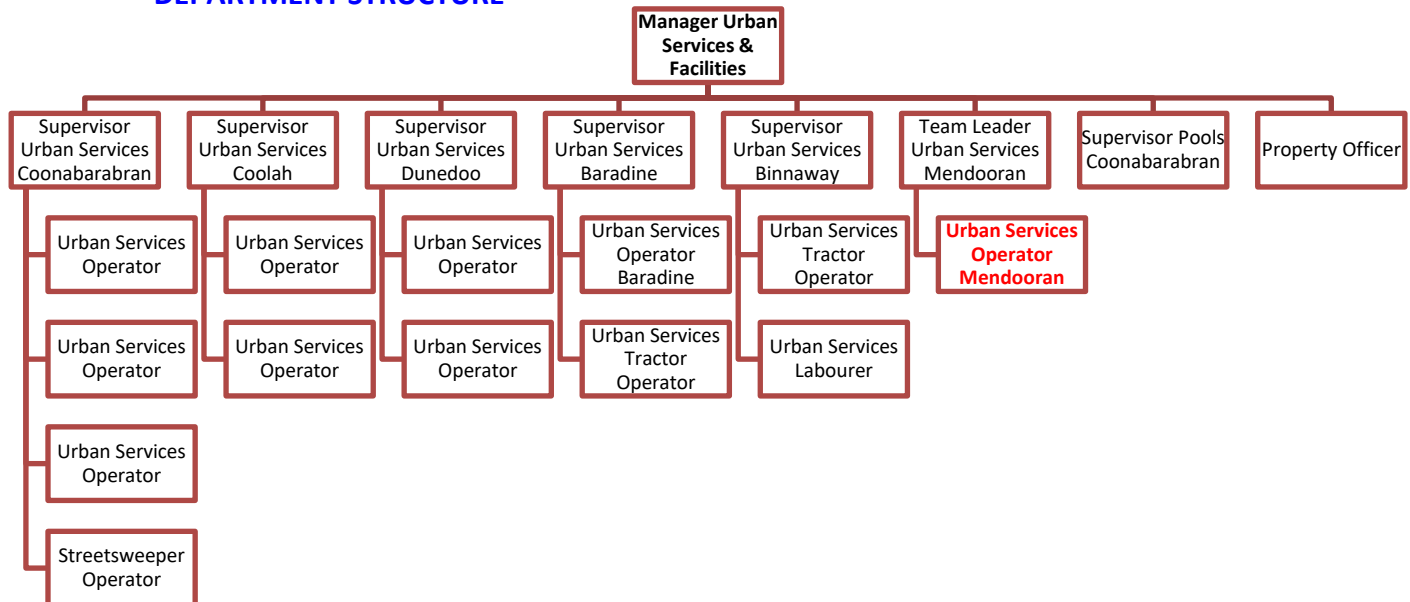
### **ESSENTIAL REQUIREMENTS**

- 1 Commitment to Council's Mission, Values and Code of Conduct.
- 2 Understanding of work health and safety (WHS) in the workplace and commitment to a positive contribution to WHS in the workplace and compliance with Council and legislative requirements.
- 3 Class MR driver's licence
- 4 Current OHS Construction Induction Certificate ("whitecard")
- 5 Traffic Controller Ticket (blue)
- 6 Minimum two years' relevant experience
- 7 Demonstrated ability to operate different plant and equipment including but not limited to tractor with attachments
- 8 Proven and demonstrated reliability and punctuality
- 9 Communication skills to enable the jobholder to:
  - Provide and obtain information
  - Participate in meetings/group discussions
  - Complete standard forms
  - Deliver effective customer service

## DESIRABLE REQUIREMENTS

- 1 Certificate III in Horticulture or similar relevant field
- 2 Current Implement Traffic Control Plans ticket (Yellow Traffic Control)
- 3 Verification of Competency for Front End Loader (required to operate front bucket on tractor)
- 4 Chemical Handling Certificate
- 5 Level 2 Chainsaw ticket
- 6 Demonstrated ability to operate tip trucks
- 7 Experience operating Hiab crane



## DEPARTMENT STRUCTURE





## CAPABILITIES FOR THE ROLE

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government, ie. “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at [www.lgnsw.org.au/capability](http://www.lgnsw.org.au/capability).

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Foundational</b>
	Communicate and Engage	Foundational
	<b>Community and Customer Focus</b>	<b>Foundational</b>
	Work Collaboratively	Foundational
	<b>Influence and Negotiate</b>	<b>Foundational</b>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Foundational</b>
 Resources	Finance	Foundational
	<b>Assets and Tools</b>	<b>Foundational</b>
	Technology and Information	Foundational
	Procurement and Contracts	Foundational

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> <li>• Takes care of own and others' safety and wellbeing by following safe work practices</li> <li>• Identifies and speaks up about risks in the workplace</li> </ul>
<b>Relationships</b> Community and Customer Focus	Foundational	<ul style="list-style-type: none"> <li>• Shows awareness that he/she is working for the community</li> <li>• Shows respect, courtesy and fairness when interacting with customers and members of the community</li> <li>• Listens and asks questions to understand customer/community needs</li> <li>• Informs customers of progress and checks their needs are being met</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>
<b>Resources</b> Assets and Tools	Foundational	<ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Takes care of work tools, equipment, accommodation and community assets</li> </ul>

## **CONDITIONS OF WORK**

Council employees work according to conditions provided under the Local Government (State) Award and Council's policies and systems, including but not restricted to:

- Council's Salary System
- Council's Code of Conduct
- Equal Employment Opportunity
- Drug and alcohol testing.

### **Work Health and Safety**

**Employees** – All employees of Council have a legal obligation to comply with statutory requirements and Warrumbungle Shire Council's WHS Management system, policies, procedures, Safe Work Method Statements, practices and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Responsibilities include:

- Being aware of Council's WHS Management system, policies and procedures.
- Performing all work and associated functions in a safe manner.
- Complying with all documented WHS policies, procedures, Safe Work Method Statements, work instructions and verbal instructions issued by the organisation or its officers.
- Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
- Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures.
- Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Warrumbungle Shire Council property generally.
- Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- Attending any toolbox, team talks or specific training supplied by Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Working in a manner that will not endanger themselves, other employees or the public.
- Report any concerns for WHS to your Supervisor.

Employees will be held responsible for failing to comply with the Work Health and Safety responsibilities listed above.

### **Privacy and Confidentiality**

Council employees are often privy to confidential and sensitive information. In addition, Council collects personal information from clients for purposes covered within the Privacy and Personal Information Protection Act 1998. This information cannot be used for any purpose other than that which is specifically authorised by the client at the time of collection. Nor can this information, or any impressions gained in the process of interaction with the client, be given either verbally or in any written or electronic form, to any other person other than those duly authorised by Council's Privacy Contact Officer.

It is a condition of employment not to discuss, or disclose by other means, information which may breach privacy legislation, Council's Privacy Management Plan, or bring harm to clients or customers of Council, or which may bring Council into disrepute. Breaches of this condition will be dealt with in accordance with the Disciplinary Procedures Clause of the of the Local Government (State) Award.

### **Hours of Work**

Council's outdoor staff normally work a 38 hour week:

- |          |                                     |
|----------|-------------------------------------|
| Week 1 - | 7.30 am – 4.30 pm Monday – Thursday |
|          | 7.30 am – 4.00 pm Friday            |
| Week 2 - | 7.30 am – 4.30 pm Tuesday – Friday  |

For works located 3 km or more from the depot, staff may be required to start on the job (ie be at the work site rather than the depot at the starting time). Staff may also be required to finish on the job (ie at the work site).

A ten minute break (paid) is provided for morning tea and half an hour (unpaid) for lunch. Council operates a 9-day fortnight with one rostered day off per two weeks. Employees are entitled to four weeks annual leave and fifteen days sick leave per annum. After one year of employment female employees are entitled to nine weeks paid maternity leave.

### **Progression**

Salary progression is based on a competency assessment document. Assessments are conducted after six (6) months employment and thereafter annually on 1 August or on request.

### **Superannuation**

Council pays the amount required by the Superannuation Guarantee Scheme on behalf of every employee into their preferred superannuation provider. Superannuation is paid weekly to Local Government Super on all earnings. All other funds are paid quarterly, on earnings exceeding \$450 per month, as required by the Australian Taxation Office.

### **Training**

Council provides leave for training and study purposes, based upon the employee's professional development and Council's long term needs as determined by its training plan.

### **Smoke-Free Workplace**

Council's workplaces and vehicles are smoke-free zones. Children's Services based at Bandulla Street and Robertson Street campuses are smoke free to the property boundary, as are Council's swimming pools. Smokers must move a minimum of four (4) metres from doorways into buildings and dispose properly of waste.

### **Health Monitoring Requirements**

This position has the following health monitoring requirements as part of Council's Health Monitoring Procedure and WHS requirements.

#### ***Hepatitis A/B***

##### ***Pre-employment***

Blood test for immunity. Immunisation if required, followed by blood test within 12 months and further booster if recommended by medical practitioner.

#### ***Hearing***

##### ***Pre-employment***

Audiometric testing within three months of commencement

##### ***Every two years***

Audiometric testing

### **Council Induction**

Before commencing duties all workers must complete a Council induction.

### **Camera Surveillance and GPS tracking**

Camera surveillance has been installed in and on Council-owned buildings and in some public spaces in the Council area. Signage is installed to indicate camera locations. GPS tracking has been, or may be, installed, in commuter use vehicles; plant and trucks; small plant; general fleet and leaseback vehicles. All vehicles and plant with GPS tracking installed have an identifying sticker attached. Camera surveillance and GPS tracking is continuous and ongoing.