

# POSITION DESCRIPTION

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## Position Details

Position Title:	Trainee Labourer (Parks & Gardens)
Position Number:	
Reports To:	Supervisor relative to Depot
Department, Section, Stream Unit:	Engineering & Environmental Services, Works Engineering, Parks & Gardens
Remuneration:	\$25,122.12 per annum (55% of Level A3)  Local Government Employees Award – State 2003, North Burnett Regional Council Multi-Classification Structure, and Order – Apprentices’ and Trainees’ Wages and Conditions (Excluding Certain Queensland Government Entities) 2003
Form of Engagement:	Full Time Fixed Term (12 months)
Hours of Duty:	76 hours per fortnight
Place of Employment:	
Incumbent:	
Employee No.:	

## Our Mission

Our mission is to work closely with the people of the North Burnett to make our region efficient, effective and economically strong. We will maintain the individual personality of each of our unique communities, and lead our naturally beautiful region into the future.

The vision and mission will be addressed under five key topics:

- Infrastructure,
- Social wellbeing,
- Economic development,
- Environmental management,
- Governance.

## Position Objectives

- Assist with safely undertaking labouring duties to a high standard.
- Work effectively as part of a team to achieve daily and project work activities to Council requirements.

- To achieve qualifications in Horticulture by undertaking the relevant Traineeship Certificate program.

## Position Requirements

### Essential:

- Ability to meet Key Duties and Standards as outlined below.
- Developing interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- Ability to carry out tasks requiring the application of basic numeracy, literacy, verbal communication and computing skills (including operation of general office equipment, data input and basic word processing).
- Work effectively under close supervision and exercise judgement in the planning of own work.
- Ability to perform a defined range of skilled operations relevant to parks, gardens and facility maintenance.
- Ability to work in a physically demanding occupation, often in noisy conditions.
- Basic knowledge or ability to acquire knowledge of Council’s standard work practices, procedures, and policies relevant to the work area and application of same at all times.
- Possess minimum relevant tickets / licenses required to perform general tasks and duties.
- Possess a Work Safe in the Construction Industry Induction Certificate (‘White Card’).
- Ability and commitment to complete a relevant Certificate II within the terms of the traineeship (including theory and practical work modules and attendance at relevant training sessions).
- Year 10 standard of education.

### Desirable:

- Experience relevant to the work area, and/ or an interest in the horticultural industry, specifically parks, gardens and turf management.
- Current First Aid and CPR qualification – Apply First Aid (HLTFA301C) Perform CPR (HLTCPR201B) or higher.
- Current unrestricted manual “c” class drivers licence, or the ability to acquire same.
- Year 12 standard of education.

## Key Duties and Standards

Key Duties	Key Standards
Work and participate in an enthusiastic and co-operative team spirit.	<ul style="list-style-type: none"> <li>• Duties are undertaken in a manner that promotes cooperation and good relationships within Council;</li> <li>• Work information is shared with co-workers to ensure designated work goals are met.</li> </ul>
Adopt best practice work methods on work tasks	<ul style="list-style-type: none"> <li>• Work skills improved by active participation in Council training programs;</li> <li>• Contributes to review of procedures;</li> <li>• Potential problems identified and action taken to minimize impact;</li> <li>• Work procedures enhanced by participation</li> </ul>

Key Duties	Key Standards
	<p>at team and individual workshops;</p> <ul style="list-style-type: none"> <li>• Participates in workplace skills assessments and required training;</li> <li>• Contributes to the annual Employee Development Review with supervisor or other relevant staff as required;</li> <li>• Makes constructive suggestions for improvement of work output.</li> </ul>
Communicate effectively in the workplace.	<ul style="list-style-type: none"> <li>• Information, instructions and decisions are understood and adhered to;</li> <li>• Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives;</li> <li>• Concise, relevant work information is provided in response to supervisor requests within designated timeframes;</li> <li>• Basic literacy and numeracy skills are applied for maintaining records (e.g. servicing records, completing timesheets and other relevant documentation).</li> </ul>
Maintain high standards of conduct and comply with all relevant rules and requirements.	<ul style="list-style-type: none"> <li>• Understanding and day to day implementation of Council's Code of Conduct;</li> <li>• Acts professionally at all times;</li> <li>• Operates within the boundaries of organizational processes, legal and policy constraints;</li> <li>• Maintains personal integrity and sets personal standards which reflect ongoing development professionally and the pursuit of relevant opportunities to achieve excellence.</li> </ul>
Maintain a good attendance record.	<ul style="list-style-type: none"> <li>• Punctual start and finish times.</li> </ul>
Ensure safe working procedures and practices are undertaken in all activities in accordance with Council's Work Health and Safety policies and procedures.	<ul style="list-style-type: none"> <li>• Awareness of and compliance with Council's Occupational Health and Safety Policies and Procedures, including relevant Duty Statements, correct use and maintenance of all protective clothing and equipment supplied, compliance with lawful instructions issued by senior staff, incident reporting, hazard identification and reporting, taking corrective action to eliminate hazards where possible, conducting risk assessments as</li> </ul>

Key Duties	Key Standards
	<p>required, establishing and maintaining a high standard of house keeping and cleanliness in work areas and on Council property, assisting with investigation of incidents, attending toolbox talks, team meetings and training, familiarity with first aid treatment centers, fire protection facilities and evacuation procedures.</p> <ul style="list-style-type: none"> <li>• Safety of public, other workers and self is maintained when performing duties.</li> </ul>
Undertake work in a prompt and efficient manner as directed.	<ul style="list-style-type: none"> <li>• Carries out all processes within the agreed timeframes</li> </ul>
<p>Assist with general labouring duties relevant to the work area including:</p> <ul style="list-style-type: none"> <li>• Manual handling of materials e.g. excavation and spreading of material;</li> <li>• Operate, maintain and service a variety of equipment including hand held power tools and hand held compaction equipment;</li> <li>• Activities relating to the maintenance of parks/gardens.</li> </ul>	<ul style="list-style-type: none"> <li>• Tasks are performed in accordance with relevant work standards and standard operating procedures;</li> <li>• Tasks are carried out in a reliable, efficient and safe manner.</li> </ul>
<p>Adhere to Certificate training program:</p> <ul style="list-style-type: none"> <li>• Participate in the development of the training plan;</li> <li>• Attend training sessions and/ or supervised workplace activities;</li> <li>• Maintain a record of training, (training record folder and workplace diary);</li> <li>• Complete theory and practical work modules associated with the Certificate;</li> <li>• Attend regular meetings with supervisor and Learning and Development Officer to discuss progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Timely progress reporting;</li> <li>• Relevant training documentation maintained;</li> <li>• Training modules successfully completed and Certificate attained within timeframes specified within the training plan.</li> </ul>

### Extent of Authority

The incumbent is expected to exercise all necessary actions within the scope of their Key Responsibilities and Standards. In addition, the incumbent from time to time may also be required to undertake other duties within the Department as authorised.

### Accountability

Reports to the relevant supervisor per Depot.

## **Selection Criteria**

- SC1 Demonstrated interpersonal skills and ability to contribute to a cohesive team environment and maintain positive relationships with internal and external stakeholders.
- SC2 Ability to carry out tasks requiring the application of basic numeracy, literacy, verbal communication and computing skills, (including operation of general office equipment, data input and basic word processing).
- SC3 Ability to perform a defined range of skilled operations relevant to parks, gardens and facility maintenance, and work in a physically demanding occupation, often in noisy conditions.
- SC4 Ability to work effectively under close supervision and manage own time to meet defined work outcomes.
- SC5 A developing knowledge, or ability to acquire knowledge of Council's standard safe work practices, procedures, and policies relevant to the work area (e.g. work health and safety including Duty Statements).
- SC6 Possess a Work Safe in the Construction Industry Induction Certificate (white card), or the ability to acquire same.

## **Other Matters**

### **Work Health & Safety Duties**

Work is to be carried out in accordance with SAFEPLAN – Council's Work Health and Safety Management System. Employees must ensure that they do not put the Health and Safety of themselves or others at risk. Work is to be carried out to meet WHS duties and responsibilities as detailed in the relevant legislative requirements and standards including Council policies and local laws.

### **Staff Code of Conduct**

Work is to be carried out in accordance with the Staff Code of Conduct. All employees are expected to make themselves familiar with the Code and its contents.

### **Performance Plan**

Performance will be reviewed annually against the responsibilities, accountabilities, and behaviours defined in this role description; together with a performance plan developed by the Supervisor and approved by the relevant Executive Leadership Team member.

**CERTIFICATION BY THE INCUMBENT:**

I have read and understood my position description as stated above and acknowledge my duties and responsibilities contained therein.

Signed: \_\_\_\_\_ Dated:    /    /

Name:

**CERTIFICATION BY THE GENERAL MANAGER OR SUPERVISING OFFICER (if applicable):**

I have reviewed the Position Description with the incumbent and affirm its contents

Signed: \_\_\_\_\_ Dated:    /    /

Name:

**CERTIFICATION BY THE CHIEF EXECUTIVE OFFICER (or his/her delegate):**

I have reviewed the Position Description with the incumbent and affirm its contents

Signed: \_\_\_\_\_ Dated:    /    /

Name:

**Additional Remarks / Comments:**