

	<b>POSITION DESCRIPTION</b>		<b>PD090</b>
	<b>Municipal Employee (Waratah)</b>		
<b>Classification</b>	Municipal Employee, Level 3	<b>Status</b>	Permanent, Full-time
<b>Directorate</b>	Infrastructure & Development	<b>Incumbent</b>	Vacant
<b>Department</b>	Project Works & Services	<b>Reporting to</b>	Manager Project Works & Services

<b>PURPOSE OF THE POSITION</b>
<p>The Municipal Employee (Waratah) is responsible for providing horticultural, civil and building maintenance support associated with Councils public open space and recreational facilities and contribute to the operations, maintenance and construction of the assets of Council’s infrastructure in the township of Waratah in accordance with Council’s Contract Service Levels and Project Plans.</p>

<b>KEY RESPONSIBILITY</b>	<b>DUTIES / OUTCOMES</b>
<p>Assist in the operations, construction and maintenance of Councils public open space, recreational facilities, civil and storm water assets and infrastructure in the township of Waratah.</p>	<ul style="list-style-type: none"> <li>▪ Supporting with the operations, maintenance and construction of Council’s civil assets, infrastructure, public open space and recreational facilities (parks, gardens, recreation areas and cemeteries) in the township of Waratah. Tasks include, but are not limited to: <ul style="list-style-type: none"> <li>– Planning and organising work,</li> <li>– Carry out measurements and calculations,</li> <li>– Reading and interpreting plans and specifications in the workplace,</li> <li>– Troubleshooting and problem solving,</li> <li>– Use of hand and power tools and operation of small plant and equipment,</li> <li>– Garden management and plant identification,</li> <li>– Landscaping,</li> <li>– Irrigation systems,</li> <li>– Tree maintenance and turf management,</li> <li>– Biosecurity, pest management and chemical usage,</li> <li>– Landcare and environment management,</li> <li>– Traffic control duties,</li> <li>– Plant propagation,</li> <li>– Site preparation and excavation,</li> <li>– Laying/levelling base and surface materials,</li> <li>– Construction of footpaths and installation of drainage pipes and structures, and</li> <li>– Digging, backfilling and general civil maintenance.</li> </ul> </li> <li>▪ Generally, assist and carry out a range of duties as directed by the Manager of Project Works &amp; Services or delegates in accordance with instruction and Councils Service Levels and Safe Work Procedures.</li> <li>▪ Demonstrated competence in the operation, servicing and maintenance of a Council plant.</li> <li>▪ Operate items of plant and attachments to a high standard.</li> <li>▪ Operate power and smaller type tools safely</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Undertake manual handling/labouring duties in a safe manner.</li> <li>▪ Be responsible for quality of work and exercise discretion in accordance with training and knowledge.</li> </ul>
<b>Standard Clauses in all Project Works and Services employee PDs</b>	
Participate and contribute positively as a team member to achieve the agreed work plans and team objectives	<ul style="list-style-type: none"> <li>▪ Be responsible for the quality of one's own work and exercise discretion in accordance with training and knowledge.</li> <li>▪ Participate and contribute positively as a team member to achieve the agreed work plans and team objectives.</li> <li>▪ Adopt changes in operating practices to achieve team objectives and identified efficiencies.</li> <li>▪ Provide support and guidance to trainees and lower level employees.</li> </ul>
Operate small plant and vehicles in the correct manner, ensure maintenance undertaken and logbooks are completed as required	<ul style="list-style-type: none"> <li>▪ Operate small plant, machinery/equipment and vehicles in the correct manner and carry out routine maintenance to ensure good operating condition in accordance with operating standards.</li> <li>▪ Major faults/damage reported and followed up in accordance with Project Works and Services procedures.</li> <li>▪ Follow Safe Operating Procedures and use correct PPE.</li> <li>▪ Relevant documents completed for all maintenance/servicing/faults/damage as required, and logbooks, where requested, are correctly completed.</li> </ul>
Vehicle Use	<ul style="list-style-type: none"> <li>▪ Operate vehicles in the correct manner and carry out routine maintenance to ensure good operating condition.</li> <li>▪ Major faults/damage reported and followed up in accordance with Project Works and Services procedures.</li> <li>▪ Relevant documents completed for all maintenance/servicing/faults/damage as required, and logbooks, where requested, are correctly completed.</li> </ul>
Documentation	<ul style="list-style-type: none"> <li>▪ Complete daily and weekly documents as required in a prompt, accurate and legible manner.</li> <li>▪ Actively and positively participate in the development and implementation of risk assessments, safe work method statements, safe operating procedures and other Work Health &amp; Safety requirements.</li> </ul>
Training and Development	<ul style="list-style-type: none"> <li>▪ Undertake training and development as directed to ensure high standard of service delivery.</li> </ul>
Meetings and Interactions	<ul style="list-style-type: none"> <li>▪ Attending and actively participating in internal and external meetings and workshops, as required.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>▪ Maintain a "can do" attitude when dealing with members of the public, councillors, and other council officers.</li> <li>▪ A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team.</li> <li>▪ Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations.</li> </ul>
Confidentiality	<ul style="list-style-type: none"> <li>▪ Integrity and confidentiality of all council related activity and documentation is being maintained.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>▪ Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy.</li> </ul>

Procurement	<ul style="list-style-type: none"> <li>▪ Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>▪ Maintain an active awareness and reporting of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council.</li> <li>▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation.</li> <li>▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances.</li> </ul>
Additional Duties	<ul style="list-style-type: none"> <li>▪ Other duties as directed within the scope of the position.</li> </ul>

<b>SPECIAL CONDITIONS</b>
<ul style="list-style-type: none"> <li>▪ A pre-employment medical including drug and alcohol testing is required prior to commencement.</li> <li>▪ A satisfactory National Police Check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role.</li> <li>▪ All employees engaged by the Project Works &amp; Services Department are encouraged to be vaccinated for Hepatitis A and B which is achieved through a three (3) course process across a six (6) month period.</li> </ul>

<b>WORK HEALTH AND SAFETY ACCOUNTABILITIES</b>
<p><b>All staff are required to observe the following WHS accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically acting on all points of the employee's responsibility; and</li> <li>2. Ensure full compliance with responsibilities under the <i>WHS Act 2012</i>, the <i>WHS Regulations 2012</i> and other relevant legislation, in particular: <ul style="list-style-type: none"> <li>• Take reasonable care for your own safety (physiological and psychological) and that of others at their work.</li> <li>• Accept the responsibilities while performing your work regarding the use of safety devices and protective equipment.</li> <li>• Report safety hazards to minimise and control risk.</li> <li>• Report immediately any incident or injury which arises during your work.</li> <li>• Ensure completion of induction, instruction and training prior to undertaking tasks.</li> <li>• Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person.</li> <li>• Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions.</li> </ul> </li> </ol>

<b>CORPORATE ACCOUNTABILITIES</b>
<p><b>All staff are required to observe the following corporate accountabilities;</b></p> <ol style="list-style-type: none"> <li>1. Compliance with all legislative requirements.</li> <li>2. Understand and promote Council's Strategic Objectives and Core Values.</li> <li>3. Adhere to Council's plans, policies and procedures which include the Customer Service Charter, WHS Standards, Records Management, Risk Management plan and all matters outlined in the Employee Handbook and Enterprise Agreement.</li> </ol>

## COUNCIL VALUES

Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.

**RESPECT** - People are heard, valued and respected. We are fair and equitable in all our practices.

**PRIDE** - We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity

**CONNECTION** - People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.

**SUSTAINABILITY** - The impact we have on people and our environment is important to us. We make integrated and sustainable choices.

**LEARNING** - We are a learning organisation. We embrace opportunities for continuous improvement and innovation.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Manager Project Works & Services or relevant Supervisor/Coordinator whilst undertaking duties through job rotation.

Direct Reports Nil

Internal Liaisons: The Employee is required to operate as an effective part of Project Works and Services and is expected to ensure professional and effective working relationships with the Executive Management Team, Senior Management Team and all staff throughout the organisation.

External Liaisons: The Employee interacts with the public, contractors and various representatives of the community and other Councils on behalf of the organisation. High standards of professionalism and customer service are expected, and the incumbent must display a positive and constructive approach towards Council and its activities.

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

The Employee exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, they will refer the matter to the Manager Project Works & Services or delegated Officer.

## PERSONAL ATTRIBUTES

- Strong collaborative skills which enable effective engagement within a high functioning, cohesive team.
- Demonstrated commitment to organisational goals and customer service with a demonstrated capacity to project a positive public image for Council through appropriate behaviour and attire.
- Inclusive and effective communication skills and techniques with an ability to respectfully engage with, and to communicate concepts, to others.
- Enthusiasm and commitment to sustained effort through diligence and pursuit of high standards.
- Commitment to ongoing personal and professional development which drives best practice.
- Proactively utilises initiative, innovation and a commitment to continuous improvement.
- Ability to employ sound judgment and decision making amongst competing demands.

<b>POSITION – INHERENT PHYSICAL REQUIREMENTS</b>				
<b>The work is likely to require a certain amount of physical activity, such as:</b>				
<b>Activity</b>	<b>Never</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>
Stooping			X	
Climbing		X		
Walking				X
Lifting			X	
Pushing			X	
Pulling			X	
Reaching				X
Standing			X	
Twisting			X	
Squatting			X	
Sitting			X	
Kneeling			X	
Bending			X	
Noise		X		
Support one hand			X	
Two hands required				X
Vibration one hand		X		
Vibration two hands		X		

<b>QUALIFICATIONS, KNOWLEDGE &amp; EXPERIENCE</b>
<p><b>Formal Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Certificate III level qualification in Horticulture and 2 years' experience or 3 years' equivalent experience in equivalent field.</li> <li>▪ Current unrestricted Tasmanian driver licence</li> <li>▪ Light Rigid truck licence and willingness to obtain a Medium Rigid truck licence</li> <li>▪ Traffic Management Accreditation</li> <li>▪ Chemical Users Certificate</li> <li>▪ Construction Industry White Card</li> <li>▪ First Aid Certificate</li> </ul> <p><b>Knowledge &amp; Experience</b></p> <ul style="list-style-type: none"> <li>▪ Ability to operate autonomously in a remote environment in a positive manner.</li> <li>▪ Experience in achieving desired outcomes by following instruction, procedures and safe work practices.</li> <li>▪ Experience in the operations and maintenance of machinery and small equipment including tractors.</li> <li>▪ Willingness to undertake further training and development as required.</li> <li>▪ Sound knowledge and experience of Horticultural Practices and Civil Works.</li> <li>▪ Safe Work practices and understanding of WHS requirements.</li> <li>▪ Experience in the operation of mowers, spray units, aerators, etc.</li> <li>▪ Broad knowledge of local government.</li> <li>▪ Experience with Smart Phones and online technology and willingness to use as part of your role.</li> <li>▪ Physical capability to perform manual labouring tasks that may involve strenuous activity, repetitive actions and work in an outdoor environment.</li> </ul>

**SELECTION CRITERIA**

**Essential**

1. Qualification and/or strong knowledge in Horticulture and Civil Works.
2. Demonstrated experience in operating/handling small plant and equipment.
3. Effective written, verbal and interpersonal communication skills with the ability to respectfully engage with others.
4. Willingness to undertake further training and development as required.
5. Well-developed time management and daily planning skills with the ability to work autonomously in a remote environment.
6. Current unrestricted Tasmanian Driver Licence and Light Rigid truck licence is desirable.
7. Construction Induction White Card and First Aid Certificate (or the willingness to obtain).

**Desirable**

8. Knowledge of plant species, maintenance practices used in parks, reserves and cemeteries, and understanding of recreation facility maintenance.
9. Local area knowledge.

**ACCEPTANCE OF POSITION**

I agree to the current requirements of this Position Description.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

General Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_