POSITION DESCRIPTION Town Services Labourer

POSITION	Town Services Labourer
EMPLOYMENT CONDITIONS	*Queensland Local Government Industry Award (Stream B) – State 2017* *Richmond Shire Council Certified Agreement 2022* *Queensland Employment Standards*
SECTION / DEPARTMENT	Town Services, Works
LOCATION	Richmond (may be required to work across the Shire)
REPORTS TO	Town Services Supervisor
SUPERVISES	NIL

POSITION OBJECTIVE

To perform general labouring duties, and to operate plant and vehicles as licensed and competent, to support Council's town services works programs, and other works programs as required such as road construction, road maintenance, rural lands, and water and sewerage.

KEY DUTIES AND RESPONSIBILITIES

Key duties and responsibilities include, but are not limited to:

- Assist the Supervisor with the achievement of town services works for various teams and locations
- Maintain plants, lawns and trees including weeding, pruning, planting, watering and treating for disease
- Perform general labouring duties including collecting rubbish and debris, cleaning public amenities, digging trenches, loading and unloading trucks, high pressure cleaning, and setting up for functions and events
- Perform safe and efficient operation and daily maintenance of small tools and plant (e.g. mowers, whipper snipper, hedger, wood chipper), and large plant as deemed competent (i.e. Certificate of Competency)
- Prepare work sites in accordance with instructions and plans/specifications
- Perform tasks for construction projects (e.g. concreting, setting pavers, installing signs, building and footpath maintenance)
- Assist with rubbish and waste disposal (and collection as appropriate) at the Richmond landfill as required
- Assist with irrigation installation and maintenance as required
- Prepare and apply herbicide as required

- Perform traffic control duties as authorised
- Perform animal control duties as trained and authorised
- Perform good housekeeping of all work areas including vehicles and plant
- Complete all forms and paperwork related to performance of duties (e.g. timesheets, workplace health and safety)
- Report promptly to the Supervisor upon completion of tasks, and regarding any work or equipment issues
- Provide excellent customer service to internal and external customers
- Effectively and proactively perform as a member of both the immediate team and corporate team, including willingness to assist outside the direct area of responsibility
- Contribute to the continuous improvement of Council's policies and processes
- Undertake continuous improvement of all aspects of personal work performance
- Complete other duties as required, which may be for other work sections of Richmond Shire Council (e.g. assist the road construction, road maintenance, rural lands, or water and sewerage crews, or other work areas of Council)
- Carry out duties impartially and with integrity, and with the overall aim of enhancing the reputation of Council

KEY SELECTION CRITERIA

1. Demonstrated experience in performing general labouring duties, preferably for parks and gardens maintenance.
2. A current class C manual driver's licence.
3. National White or Queensland Blue Work Health and Safety Construction Induction Certification card, or willingness to obtain at own expense.
4. Demonstrated experience in using and maintaining a variety of hand tools, small plant and equipment.
5. Demonstrated understanding of the construction industry, and demonstrated knowledge of workplace health and safety principles and practices.
6. Sound verbal and basic written communication skills, and the ability to liaise effectively with colleagues, contractors and stakeholders.
7. Demonstrated ability to work effectively within a team and to meet deadlines.

Desirable:

1. A current Class MR drivers licence (minimum).
2. Relevant Plant Operator competency certificates (e.g. backhoe, front-end loader, skid-steer loader).
3. Traffic control ticket.
4. Chainsaw ticket.
5. Agricultural Chemical Distribution Control (ACDC) licence.

OTHER REQUIREMENTS AND CONDITIONS

- Working in the heat, standing for extended periods and performing repetitive manual handling, twisting, turning and bending are requirements of this position.
- Camping out may be required when working with other crews.

PERFORMANCE STANDARDS

- All assigned tasks are completed professionally and within specified timeframes, and to required standards
- A high standard of customer service is provided to internal and external customers, with a courteous manner displayed and effective follow-up to resolve enquiries
- Safe and efficient operation and maintenance of hand tools, equipment and plant
- Work is performed in a safe manner with due consideration for the work site, the tasks being performed, and Council's policies and procedures
- Good housekeeping of work areas, vehicles and plant
- High level of participation, commitment to and concern for both the immediate team and corporate team, including willingness to follow directions, assist others, and be punctual and reliable in attendance
- High level of commitment to continual improvement of Council's policies and processes
- High level of commitment to continual improvement of personal work performance
- Effective, efficient and economical management of public resources
- Effective record-keeping
- Effective use of judgement and initiative
- Council's Policies and Procedures and relevant legislation are adhered to
- Other targets as outlined in the Performance Review are achieved

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

All workers have a duty to familiarise themselves with and comply with statutory and Richmond Shire Council Workplace Health and Safety (WHS) requirements, including the WHS Management System, and WHS policies, procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Cooperate with all reasonable instructions, policies and procedures of Council, and follow safe work practices
- Identify hazards, conduct risk assessments, and take corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks promptly to their Supervisor
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally

- Report promptly to their Supervisor and assist with the investigation of all incidents within the workplace, including minor injuries, near-miss incidents and property damage.
- Report any incidents of bullying and/or harassment in the workplace promptly to their Supervisor or higher management
- Attend Toolbox talks, daily pre-start meetings and workplace health and safety training as required
- Correctly use and maintain tools, equipment and vehicles/plant
- Report any worn out or defective tools or equipment or problems regarding tools and equipment promptly to their Supervisor
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Report any worn out or defective equipment or problems regarding Personal Protective Equipment promptly to their Supervisor
- Operate equipment and machinery with guards and safety controls operating and in place at all times
- Report promptly to their Supervisor if the employee does not have appropriate ticketing, licensing or training to undertake any designated task
- Report all problems with plant and equipment promptly to their Supervisor
- Report all problems with manual tasks, including signs of discomfort, promptly to their Supervisor
- Be familiar with the location of first aid kits, fire safety equipment, evacuation procedures, assembly points and key WHS personnel (e.g. Health and Safety Representatives, Fire Wardens, First Aid Officers)
- Participate in workplace health and safety activities such as inspections, investigations, evacuation drills, meetings and risk assessments as required from time to time
- Report promptly to their Supervisor any physical or psychological conditions that may affect their ability to safely perform their duties
- Assist in the return to work process for themselves or any work colleagues following injury
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety
- Participate in workplace health and safety consultation meetings to discuss workplace safety in the department, in accordance with the *Consultation, Cooperation and Coordination Code of Practice 2011*.

DELEGATED AUTHORITY

- Not applicable

INTELLECTUAL PROPERTY

Any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagrams, image, improvement or idea discovered, developed or produced by the employee in the course of employment is the sole property of Council and Council shall unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.

The employee following discovery, development or production of any literary work, computer program, invention, design, patent, copyright, trademark, photography, diagram, image, improvement or idea, shall immediately report it to Council to enable Council to ascertain

whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment.

The employee hereby assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment.

The employee agrees that he/she will at the request and expense of Council complete all necessary deeds and documents and take all action necessary to vest any literary work, computer program, invention, design, patent, copyright, trademark, photograph, diagram, image, improvement or idea developed by the employee in the course of employment and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

INFORMATION MANAGEMENT

The employee will comply with and effectively implement all legislative requirements and relevant Council Policies and Procedures pertaining to the collection, storage, use, disclosure, distribution and transfer of information, documentation and records that the employee produces, collects or is otherwise exposed to or becomes aware of through their employment with Council. With regard to personal information, the employee will collect only that information which is needed for a lawful purpose related to Council's functions; issue verbal and/or written Collection Notices for the collection of personal information; and maintain current and accurate records. In addition, the employee will not intrude unreasonably on an individual's private life or use illegal or unfair means to collect personal information, and will otherwise comply with the *Information Privacy Act 2009* and Council Policies and Procedures.

The employee will not divulge any confidential information about Council either during or after the term of their employment with Council.

"Confidential information" shall include any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances, or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

AUTHORISATION

Director: Mr Peter Bennett - CEO

Signature:

Date Originated: 31 January 2014

Date Reviewed: 10 March 2020

Employee Name: _____

Employee Signature: _____

Date: _____