



POSITION DESCRIPTION

Position Title	Parks and Gardens – General Hand
Department	Works / Parks and Gardens
Position Status	Permanent Full Time – 80 Hour, 9 Day Fortnight
Award	Works Staff Enterprise Bargaining Agreement 2021
Classification	Level 4
Reports To	Leading Hand and Works Manager
Delegations and Authority	As per Council’s Delegation of Authority Register and within established guidelines, procedures and policies of Council.

OBJECTIVES OF POSITION

Work as part of a team to ensure the development and maintenance of parks, gardens, turf areas, road infrastructure and Council owned properties is carried out to a high standard.

KEY DUTIES AND RESPONSIBILITIES

- Garden, property and street maintenance, including raking, weed management and watering;
- Waste management;
- Management of storm water drains;
- Pest and animal control;
- Cemetery works; and
- All other duties as directed by the Leading Hand and Works Manager.

REQUIREMENTS

Skills and Experience

- Ability to communicate effectively and professionally with colleagues and the public;
- Ability to perform labouring type works, including but not limited to tree pruning and removal, concrete work, drainage work;
- Ability to interpret and follow plans and directions;
- Experience in operating a range of small to medium sized machinery; and
- Experience with herbicide management, application, and maintenance programs.

Knowledge

- Operation of multifunctional equipment, small tools and appliances;
- Horticultural programs, landscaping programs, street sign maintenance and installation, turf management and maintenance of oval and associated playing fields; and
- Correct manual handling techniques.

Qualifications

Essential

- Hold a current “C” class motor driver’s licence.

Desirable

- Hold a current “HR” class motor driver’s licence;
- Basic Worksite Traffic Management and Traffic Controller.

WORKPLACE SAFETY AND HEALTH

The following are your responsibilities to ensure that a safe and healthy work environment is maintained:

- Undertake duties with compliance to WHS Act, WorkCover Code of Practice and Shire’s Policies and Procedures;
- Working safely at all times to protect your own health and safety, and the health and safety of everyone with who you work, and any other person at the worksite;
- Actively participate in risk assessments to ensure high risk activities are identified and controlled. Suggest improvements where required;
- Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety; and
- Use personal protective equipment as directed by the employer.

EQUAL EMPLOYMENT OPPORTUNITY

The following are your responsibilities to ensure that an equal employment opportunity environment is maintained:

- Treat all work colleagues equally, in a non-discriminatory manner and with consideration and respect in accordance with the Code of Conduct; and
- Undertake equal employment opportunity training provided by Shire of Narembeen.

ACKNOWLEDGEMENT

I hereby agree to abide by all Council’s corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

Signature of Employee	
Name	
Date	

Position Description Review

Arthur Cousins, Works Manager
September 2023