



<p style="text-align: center;"><b>POSITION DESCRIPTION</b> <b>PARKS AND GARDENS GENERAL HAND</b></p>
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**1. TITLE**

Parks and Gardens General Hand

**2. LEVEL**

Shire of Narembreen Works Staff Enterprise Bargaining Agreement (Level 4A)

**3. DEPARTMENT/SECTION**

Works/Parks and Gardens Department

**4. POSITION OBJECTIVES:**

**4.1 Objectives of Position**

- Maintain a neat and high standard of appearance of gardens and lawns together with providing gardening labouring skills as required.

**4.2 Within Department**

- To work as part of a team ensuring that development and maintenance of nominated parks, gardens and turf areas are met and duties are performed to the required standard.

**4.3 Within Organisation**

- Undertake maintenance and gardening projects in accordance with the Shire of Narembreen's Strategic Community Plan and within the annual budget adopted by the Shire.
- To assist the road crew as required.

**5. REQUIREMENTS OF THE JOB**

**5.1 Skills & Knowledge**

- General plant/machinery operation skills
  - Operator skill level medium to high with significant experience. Opportunity may be made available to enhance required skills further.
  - Operator machine maintenance skills medium to high and machine care high for all small plant and equipment and medium class vehicle operation.
  - Operation of multifunctional equipment, small tools and appliances.
  - Assistance with and knowledge of horticultural programs, some landscaping programs, street sign maintenance and installation, assistance with turf management and maintenance of oval and associated playing fields.
  - Herbicide management, application and maintenance programs as required.
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- All employees are required to undertake labouring type works, from time to time and as required and/or as directed by the Works Manager. These duties include, although not all encompassing, tree pruning and removal, concrete work, drainage work and bitumen repair and seal
- Able to work in accordance with Occupational Safety and Health industry obligations
- Understanding and training in correct manual handling techniques
- Able to work in all reasonable conditions.
- Basic oral and written literacy skills

#### 5.4 Qualifications and/or Training:

- Satisfactorily completed structured and/or on the job training for road (street and footpath) maintenance works.
- Possess appropriate and/or relevant equivalent experience of operating small plant and machinery in a safe and proper manner. Ideally the employee will be multi skilled and capable of also operating other plant in emergency situations.
- Possess appropriate experience/skill in operation of small tools and appliances, hand mowers, whipper snippers, chainsaws, front end loader tractor
- Possess appropriate experience in reticulation
- Hold a current "C" and "HR" class motor driver's licence.

## 6. KEY DUTIES/RESPONSIBILITIES

- Mow all local Council lawns
- Remove leaves from local street verges
- Empty street bins
- Dog catching
- Cleaning of storm water drains
- Fogging
- Raking, spraying and chipping of weeds
- Planting, pruning and watering of plants
- Pushing up rubbish at tip
- Cemetery works
- All other duties as directed by the works Manager

## 7. ORGANISATION RELATIONSHIPS

### 7.1 Responsible to

- Works Manager
- Horticulturist/Parks & Gardens Leading Hand

### 7.2 Internal and External Liaison

#### Internal:

- Chief Executive Officer
- Works Manager
- Horticulturist/Parks & Gardens Leading Hand
- Other Work Staff

#### External:

- Contractors
- General Public



## **8. OCCUPATIONAL SAFETY AND HEALTH**

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

- Ensure his or her own safety
- Avoid adversely affecting the safety and health of any other person through any act or omission at work
- Must comply with safety instructions specified by their employer
- Must use personal protective equipment as directed by their employer
- Must not misuse or damage safety equipment
- Must report near misses/accidents and incidents as well as hazards to their managers/supervisors
- Must co-operate with their employer
- Should actively participate in Work Injury Management Programmes.

## **9. 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
- Undertake equal employment opportunity training provided by Council.

## **10. EXTENT OF AUTHORITY**

Position operates under the broad direction of the Works Manager within established guidelines, procedures and policies of Council.

## **11. SELECTION CRITERIA**

### **Essential**

- Basic written and verbal communication skills.
- Developing problem solving skills.
- General knowledge of Occupational Health, Safety & Welfare policies within the workplace.
- High School education; or up to one month related experience or training; or equivalent combination of education and experience.
- Current HC class driver's licence

### **Desirable**

- HC Licence
- Horticultural qualifications

## **12. Preparing Your Application**

Your application should include the following documents:-

- Covering Letter
  - Resume
  - Names of two referees with telephone contact details
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### 13. Further Information

Further information may be obtained by phoning Works Manager, Mr Arthur Cousins on T: 0429 647 330.

For information on the Shire of Narembeen, please go to: [www.narembeen.wa.gov.au](http://www.narembeen.wa.gov.au)

### 14. Salary package

The following benefits are applicable this position and are based on the Shire of Narembeen Enterprise Agreement 2017

	<b>EBA - level 4A</b>	<b>notes</b>
Cash Salary	\$ 63,190	
Superannuation 9.5%	\$ 6,003	
Superannuation matching (up to 5%)	\$ 3,160	This is based on a matching contribution up to a maximum of 5%
Clothing	\$ 1,000	
Staff housing	\$ 3,120	
Leave loading (17% on 4 weeks leave)	\$ 851	
Gym membership	\$ 132	
<b>Total package</b>	<b>\$ 77,456</b>	

## GENERAL INFORMATION

The Shire of Narembeen is one of the State's leading agricultural regions and is the northern gateway to the world famous Wave Rock tourist icon. The Shire covers an area of 2,980kms<sup>2</sup>, with Shire east west boundary dimensions of approximately 125 kilometres. Narembeen is located 283kms south east of Perth where country living is at its best.

### Shire of Narembeen Summary Statistics

Population – townsite approx 460 persons, Population – Shire approx 810 persons, South Kuminin (23kms south) and Mt Walker (42kms east), tourist attractions-Wadderin Wildlife Nature Reserve, Narembeen Ski Lake, Holleton Rock, Roe Dam, Roe Lookout, Wildflowers, length of sealed roads 287km, length of unsealed roads 1107 km, number of electors 586, number of dwellings 480, number of employees (FTE) 30.

### Medical:

Hospital, Pharmacy, Dentist, Doctor, Occupational Therapist.  
Visiting – Diabetic Educator, Dietician, Podiatrist, Women's GP

### Education:

Narembeen District High School - Kindy to Year 10

### Recreation:

Narembeen Recreation Centre - grassed sportsground to cater for football, cricket and hockey, synthetic tennis courts, synthetic bowling greens, darts, netball and basketball courts, Aquatic Centre, Gymnasium and 2 golf courses (located north of Narembeen and east at Mt Walker.

### Local Organisations:

Include Junior Basketball, Bowls, Darts, Senior and Junior Football, Men's and Ladies Golf at Narembeen and Mt Walker, Ladies and Men Senior and Junior Hockey, Senior and Junior Netball, Men's, Ladies and Junior Tennis at Narembeen and Mt Walker, Arts & Craft Society, Lions Club, Anglican Church, Catholic Church, Church of Christ, P&C Association, Go Narembeen Progress Association, Narembeen Volunteer Emergency Services (Fire Brigade & St John), Historical Society, Mt Walker Sporting Association, Men's Shed, Wheatbelt Business Network, The Fencepost (local newspaper), Police, Second Hand Clothing Store

### Commerce:

IGA, Post Office, Rural Traders, Shearing Contractors, Transport Operators, Agricultural Contractors, Agricultural Spraying Contractors, Farm machinery, Steel and Fabrication, Hotel, Roadhouse, Motel, Caravan Park & Cabins, Primary Producers, Farm Merchandise, Hardware Store, Tyre Retailer & Repairs, Panel Beater, Vehicle Service and Repairs, Hairdresser, Beautician, Community Resource Centre, Doctors Surgery, Dental Surgery, Café, Bankwest, Carpenter, Electricians, Plumber, Gift Store,

### Council Meetings

Ordinary Meetings are held on the third Wednesday of each month commencing 2.30 pm.

