



- **Leadership:** The ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and corporate goals.

## **KEY RESPONSIBILITIES & ACCOUNTABILITIES**

Town Maintenance Labourer

The incumbent will be responsible for, but not limited to:

- Maintenance of grounds and gardens at Council properties for the following:-
  1. Control of noxious and other weeds.
  2. Tree Shrub pruning.
  3. Development of new Parks / Gardens and redevelopment of old Parks / Gardens.
- Reporting of maintenance required on plant.
- Being responsible for safe keeping and maintenance of personal issues, tools, equipment and stores items.
- Maintaining records of works performed, including materials used.
- Participating in structured training for improvement in job performance.
- Rubbish and sanitation work.
- Implementing and enforcing measures to provide a safe and healthy work place for staff, contractors, suppliers and community contacts that work within Council's parameters.
- Carrying out jobs in safe manner using all safety parameters.
- Reporting any hazards or risks, either on the job site or with plant to relevant Supervisor.
- Wearing PPE in accordance with WH&S requirements.
- Contributing to the development of safe working procedures and practices.
- All other duties as directed by Supervisor and Chief Executive officer.

Undertake any other duties and special projects as required, as are reasonably within the limits of the employee's skills, competence and training.

### **Working with staff:**

- Work co-operatively with staff and provide clear communication with team members.
- Maintain a positive and flexible approach to change
- Be punctual and attend staff meetings as directed by the Infrastructure Services Operations Manager

### **Other responsibilities and duties:**

- Maintain confidentiality at all times regarding matters within the service
- Work in accordance to the Council's Policy and Procedure at all time.
- Attend training and professional development and contribute to social and community activities.
- Employee to dress appropriately in accordance with the Etheridge Shire Council Uniform Policy.

## **KEY PERFORMANCE INDICATORS**

- Completion of all duties in a timely and efficient manner.
- Ensure the equipment provided by Council to carry out works projects, and which the position incumbent operates, is maintained appropriately to make certain that repair costs are kept to a minimum.
- To drive the equipment in a responsible manner and to observe safety standards to ensure his/her colleagues or members of the public are not threatened by careless acts.
- Compliance with all policies and procedures applying to the position.
- Successfully promote the image of Council as safe, efficient, receptive and community minded.
- Compliance of the adopted Code of Conduct

## **KEY BEHAVIOURS**

### **Integrity:**

- Follow through with agreed actions.

### **Excellent work ethic:**

- Follow instructions carefully.
- Anticipate potential problems and addresses them with Supervisor.

### **Team player**

- Attend and participates in team meetings.

- Actively contribute to meeting discussions.

#### **Results orientated**

- See tasks through to completion.
- Complete tasks within specified time frames.

#### **Commitment to Best Practice**

- Follows procedures.
- Maintain accurate records.
- Maintain an understanding of Council policies and procedures.

### **GENERAL INFORMATION AND CONDITIONS**

#### **QUALIFICATIONS**

To perform this job successfully, an individual must have or be able to demonstrate a background in Labouring. The position requires a good general knowledge of the regulations pertaining to horticulture & local government.

- Construction Industry White Card.
- Certificate of Competency to operate a tractor.
- Certificate of competency for spraying agricultural chemicals (desirable).
- Minimum of two years horticulture experience (desirable)

#### **MEDICAL CONDITION**

It is a requirement of the Etheridge Shire Council that a medical examination with an approved General Practitioner be carried out prior to commencing employment. Successful employment will be dependent upon receiving confirmation from the General Practitioner that you are physically able to carry out the work required for this position.

#### **CODE OF CONDUCT**

You will be required to inform yourself of the contents of the Shire's "Code of Conduct" and will be required to adhere to the Code.

#### **WORKPLACE HEALTH & SAFETY**

You will be required to familiarize yourself with the Shire's Safety Policy and "Safe Plan" procedures. This includes compliance with all of the requirements of Project Safety Plans. This also includes the legal obligations of an employee as defined by the Workplace Health and Safety Act 2011.

#### **DRUG & ALCOHOL POLICY**

As an employee you will be required to participate in Council's Random Drug and Alcohol testing programme and comply with Council's Drug and Alcohol policy.

#### **PROBATION PERIOD**

This position has a probation period of six (6) months. If performance is not satisfactory at the expiry of the initial term, it may be extended for a further period of no more than six (6) months.

#### **ACCOMMODATION**

This position may not include Council supplied housing.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

It is a condition of employment that a Current 'C' class driver's license be maintained at all times. Failure to hold such license may result in termination of employment.

- Council is committed to Equal Employment Opportunity, Diversity and Merit principles.

Applications for this position should be forwarded to:

The Chief Executive Officer  
Etheridge Shire Council  
PO Box 12  
Georgetown, Qld 4871