POSITION DESCRIPTION

Position Title:	Open Space Team Member
Position Number/s:	INF-171
Employment Type:	Full Time, Permanent
Hours of Work:	76 ordinary hours per fortnight, nine (9) day fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement
Award:	*Queensland Local Government Industry (Stream B) Award – State 2017*
Classification:	Level 3
Location	Council's Airport Depot, Charters Towers
Directorate:	Infrastructure Services
Department	Open Spaces

POSITION OBJECTIVE

Under general supervision, this position performs a range of tasks involving labouring, gardening, maintenance duties, relief street cleaning, relief Town Officer duties and Flying-Fox management activities, to maintain Council's open space and roadside assets.

The objective of this position is to deliver quality outcomes that align with Council's Open Space Service Delivery Standards.

Performance will be measured through the efficient and economical use of time, plant, and materials, with strong emphasis on compliance with Council's Safety Management System.

ORGANISATIONAL RELATIONSHIPS

Reports to: INF-162, INF-183 Open Space Leading Hand

Directly supervises: Nil





DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

KEY RESPONSIBILITIES

1. Undertake Open Space maintenance tasks effectively and efficiently within established time objectives as required/directed, including but not limited to:
    a. Mowing, trimming, edging and associated vegetation management activities;
    b. General labouring, gardening and grounds maintenance;
    c. Repairs and/ or maintenance to irrigation systems;
    d. Maintenance and construction works;
    e. Safe and competent use of relevant tools, equipment, plant and materials;
    f. Minor maintenance of tools, equipment, plant and materials.
2. Undertake relief duties associated with street cleaning maintenance tasks effectively and efficiently within established time objectives as required/directed including but not limited to:
    a. Maintaining a high standard of cleanliness throughout local public amenities;
    b. Street cleaning of the CBD and litter control as per weekly schedule;
    c. Quick response to emergent requests as directed.
3. Undertake occasional duties associated with Town Officer maintenance tasks, effectively and efficiently within established time objectives as required/directed, including but not limited to:
    a. Maintain town pool water quality;
    b. Monitor water assets and water quality within the township;
    c. Undertake other daily duties associated with Town Officer positions.
4. Assist with approved roost management activities such as vegetation management, dispersal support; in accordance with Council's Flying-Fox Management Plan and relevant legislation including but not limited to, collecting and disposing of small dead animals, including flying-foxes within parks, as directed and in accordance with Council procedures
5. Operate mowing and other Council plant and equipment appropriate to the duties of the position, within the employee's level of training, competency, authorisation and licensing, and in accordance with manufacturer requirements, relevant legislation, Australian Standards, Council procedures, Safe Work Method Statements (SWMS) and risk controls.
6. Maintain Council plant, equipment and work areas in a safe, serviceable and presentable condition, including completing routine operator checks and reporting defects, damage, faults or maintenance requirements promptly.
7. Establish and maintain positive working relationships within the Open Space section and other areas of Council, and effectively engage with community members, and actively promote and adhere to Council Values.
8. Identify, assess and report hazards, incidents, injuries, near misses, environmental issues, plant defects and maintenance requirements in accordance with Council procedures and applicable legislative requirements.
9. Council is committed to providing a safe and healthy workplace for all workers and visitors, and to managing physical and psychosocial risks so far as is reasonably practicable. Everyone at Council has duties under the *Work Health and Safety Act 2011 (Qld)* and *Work Health and Safety Regulation 2011 (Qld)*, and must comply with Council's WHS Management System, including WHS policies, procedures, Safe Work Method Statements (SWMS), risk assessments and lawful workplace instructions.
10. Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

CHARTERS TOWERS
REGIONAL COUNCIL

POSITION DESCRIPTION

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Previous experience in a manual handling/labouring/gardening role in open space, parks, grounds maintenance, vegetation management, horticulture or a similar operational environment.
- Demonstrated ability to work independently and effectively under general supervision, manage allocated tasks, and maintain productivity and quality standards.
- Effective time management and organisational skills, with the ability to complete allocated work within programmed schedules, priorities and service standards.
- Ability to safely and competently operate relevant handheld tools, plant, equipment, mobile devices and electronic applications used for communication, work allocation, recordkeeping and reporting.
- Sound numeracy and literacy skills, with an ability to operate basic computer and electronic devices.
- Sound knowledge of safe work practices, with demonstrated ability to identify, assess, control where authorised, and report workplace hazards and safety issues.
- Well-developed communication skills, with the ability to liaise effectively with employees, contractors, community members and other stakeholders.
- Understanding of basic water quality principles, with the ability to carry out basic water testing when undertaking Town Officer relief duties.
- Demonstrated commitment to providing a high standard of customer service, taking pride in the quality and presentation of work, and contributing to well-presented public open space.

| Education/Qualifications |

Essential:

- General Construction Industry Certificate (White Card) or ability to obtain.
- Certificate II Horticulture (AHC20422) or ability to obtain.
- Working in Proximity to Traffic competency (TMI) or ability to obtain.
- Current First Aid and CPR accreditation or ability to obtain.
- Current Agricultural Chemical Distribution Certificate (ACDC) or ability to obtain.
- Operate and Maintain Chainsaw Competency or ability to obtain.
- AHCPGD212 Conduct Visual Inspection of Park Facilities or ability to obtain.
- Aeronautical Radio Operator Certificate (AROC) or ability to obtain.
- Aquatic Technical Operator Course (SISSS00131) or ability to obtain.

Desirable:

- AHCPGD311 Conduct operational inspection of park facilities or ability to obtain.
- AHCPGD510 Conduct comprehensive inspection of park facilities or ability to obtain.
- Certificate III in Horticulture (AHC30722).

| Licences |

Essential:

- Possession and maintenance of a Queensland ‘C’ Class Driver Licence.

Desirable:

- Possession and maintenance of a Queensland ‘MR’ Class Driver Licence.

INHERENT REQUIREMENTS AND WORKING ENVIRONMENT

Inherent Requirements

The following are essential to performing this role safely. Council will consider reasonable adjustments to help a person meet these requirements.

- The position involves the inherent physical requirements of Parks and Gardens work, including manual handling, physical labour, walking and working in a range of outdoor environments. Reasonable adjustments will be considered where applicable.
- Use a computer, tablet and phone.
- Wear required personal protective equipment (PPE) for extended periods, including high-visibility clothing, safety boots and sun protection, and a hard hat and hearing and eye protection where required.
- Drive a Council vehicle for extended periods, often over long distances and on unsealed roads, and get in and out of the vehicle frequently during inspections, to reach sites across the region.
- Walk and stand for extended periods in parks and along road corridors, road shoulders, footpaths and drainage lines, including over uneven, loose, sloping or wet ground, to carry out inspections.
- Bend, kneel, squat, crouch and twist to inspect irrigation, foot bridges, playground equipment, and install or retrieve equipment at ground level.
- Lift and carry light to moderate loads, such as traffic signs, general waste, chemical containers and other items up to the maximum weight permitted under Council's WHS manual handling requirements.
- Work safely beside live roads and inside road corridors, including collecting litter, mowing, slashing, tree maintenance staying aware of passing traffic and operating plant and responding to warnings, signals and alarms.

Working Environment

- Field work is outdoors across Council's assets, including on and beside live roads and in remote parts of the region, with exposure to heat, sun, dust, noise, wildlife and wet weather.
- Field work may involve working alone or in isolated locations, in line with Council's safe work procedures for remote and isolated work.
- The position may be required to work outside ordinary hours, including on-call duties as rostered and occasional weekend work, may be required to meet operational needs, such as responding to incidents and weather events.
- The position may require travel, overnight stays and camping throughout the Council region. Camp allowance applies when camping in Council-provided facilities

Pre-Employment Checks, Health Monitoring and Immunisation

This position is required to complete the following pre-employment checks including a pre-employment medical assessment including a drug and alcohol screen, A national criminal history check will also be undertaken with the applicant's written consent.

Council takes all reasonably practicable steps to provide a safe and healthy workplace and to prevent occupational disease. Under Council's P0199 Vaccinations and Health Monitoring Procedure, this position is listed on Council's health monitoring register and is included in the Workplace Immunisation Program. Vaccinations required for this position are Hep A, Hep B, ABLV and Tetanus.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:**_____
(Name)

Date:_____

Coordinator: _____ **Signature:**_____
(Name)

Date:_____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent:_____ **Signature:**_____
(Name)

Date:_____