

# POSITION DESCRIPTION

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<b>Position Title:</b>	Saleyard Assistant
<b>Position Number/s:</b>	INF-222
<b>Employment Type:</b>	Full Time, Permanent
<b>Agreement:</b>	Charters Towers Regional Council Union Collective Certified Agreement 2023
<b>Award:</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>Classification:</b>	Level 5
<b>Directorate:</b>	Infrastructure Services

## POSITION OBJECTIVE

This Position will primarily undertake a range of plant operation and laboring duties involving general skills directly associated with the yard maintenance, cleaning, and operations of the Dalrymple (H.M. Clarke) Saleyards and Equestrian Centre.

Duties may include functions associated with the provision of customer service, accurate and efficient processing of stock movements and legislative provisions relevant to the work area relating to data collection and record keeping for transferring of stock pre, post and on sale days.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Saleyards Team Leader

Directly supervises: Nil

## ORGANISATIONAL VALUES



## OUR VALUES

We are a *Community* focused  
*Team* who are *Respectful*  
and *Consistent*

## DELEGATIONS

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

# POSITION DESCRIPTION

## KEY RESPONSIBILITIES

1. Undertake a broad range of tasks that contribute to the maintenance and/or operations of the Saleyards and Equestrian Centre precinct, infrastructure and equipment.
2. Carry out manual labor duties and operate plant (as qualified and competent to operate) as required.
3. Support the Saleyards Superintendent to ensure Work Health and Safety, Animal Welfare Standards and Chemical Storage compliance is achieved at the Saleyards and Equestrian Centre precinct.
4. Operate and maintain any plant assigned in a safe and satisfactory condition, including appropriate reporting of defects and daily completion of prestart and other safety checks.
5. Diligently and accurately collect and record electronic data relating to the processing and movements of stock as required. This work will require proficiency in the use of computers and other smart devices and related technology.
6. Deliver a high level of customer service to all customers.
7. Perform welding and basic fabrication duties as required to maintain and repair infrastructure, equipment, and facilities in a safe and efficient manner.
8. Comply with Council's Workplace Health & Safety (WHS) Management System including WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents, and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure.
9. 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.

## POSITION REQUIREMENTS

### | Knowledge, skills and abilities |

#### Essential:

- Proven and extensive experience working safely with stock and undertaking tasks associated with their welfare.
- Experience operating a Front End Loader and Skidsteer Loader.
- Proven experience in completing labouring tasks and maintenance.
- Demonstrated ability to perform general skills associated with yard maintenance and cleaning duties.
- Demonstrated understanding of stock handling including knowledge of Animal Welfare Standards but not limited to cattle and horses, as well as experience in the euthanising and disposal of large animals.
- Demonstrated ability to work cooperatively and effectively as a team member, within a demanding work environment, possess a high degree of flexibility to ensure team objectives and customer service requirements are achieved.
- Proficiency in the use of computers and other smart devices and related technology.
- Basic numeracy, keyboard, written and verbal communication skills to ensure rapid processing of stock as required by electronic means or other.
- General welding and basic fabrication skills to undertake maintenance and repair of infrastructure, equipment, and facilities.
- Sound knowledge and understanding of Workplace Health and Safety legislation.

#### Desirable:

- Customer service skills
- Ability to communicate clearly and provide appropriate services to customers under challenging circumstances.

# POSITION DESCRIPTION

## | Education/Qualifications |

### **Essential:**

- RII certificates of competency (or equivalent) in Front End Loader and Skidsteer Loader.
- Current First Aid and CPR Certificate or ability to obtain.
- Agricultural Chemicals Distribution & Control (ACDC) Certificate or ability to obtain.

### **Desirable:**

- RII certificate/s of competency (or equivalent) in one or more of the following: Watercart, Backhoe, Excavator, Grader, Tractor/Slasher, Tip Truck, Roller.
- Qualification in Animal Welfare, Animal Husbandry or equivalent experience in the handling and management of stock.
- Cattle Tick Inspection certification or ability to obtain.
- Weighbridge Operations Training or ability to obtain.

## | Licences |

### **Essential:**

- Possession and maintenance of a “MR” Class Drivers Licence at minimum.
- Possession and maintenance of a Firearms Licence Class A & B or ability to obtain.

### **Desirable:**

- Possession and maintenance of a “HR” Class Drivers Licence or ability to obtain.
- Possession and maintenance of a current High Risk Forklift Licence (LF).

## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- Ability to perform duties for extensive periods in the open air, which includes exposure to inclement weather, heat, cold, dust, mud, odours, and animal manure, in a Saleyard's environment.
- Carry out moderate to heavy manual handling tasks.
- Office environment undertaking administrative tasks for prolonged periods.
- This position requires the incumbent to have the ability to work flexible hours, participate in an on-call roster, and after hour's duties as determined by operational requirements.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

# POSITION DESCRIPTION

## 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:** \_\_\_\_\_

**Manager:** \_\_\_\_\_ **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:** \_\_\_\_\_