

# POSITION DESCRIPTION

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<b>Position Title:</b>	Open Space Project Team Member
<b>Position Number/s:</b>	INF-L32
<b>Employment Type:</b>	Full Time, Limited Tenure up to 6 months
<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 3
<b>Directorate:</b>	Infrastructure Services

## POSITION OBJECTIVE

Under general supervision, this position performs a range of tasks involving general labouring, cleaning, gardening duties and plant operation associated with Council's Flying Fox Management activities and Open Space Program.

The objectives of this position are:

- Deliver quality outcomes that align with Councils Open Space and Environmental Service Delivery Standards.
- Operate and maintain plant in a safe manner that ensures maximum productivity and reliability of Council assets.

The achievement of these objectives will be measured through the efficient and economical utilisation of time, plant and materials, with strong emphasis on compliance with Councils Safety Management System.

## ORGANISATIONAL RELATIONSHIPS

Reports to: Open Space Coordinator

Directly supervises: Nil

## DELEGATIONS

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

## KEY RESPONSIBILITIES

1. Duties associated with Flying Fox Management including but not limited to:
  - Maintenance of flying fox roost site;
  - Relocation of flying fox to roost site;
  - Maintenance of irrigation assets of flying fox roost site; and
  - Maintenance of fencing at flying fox roost site.
2. Duties associated with Open Space maintenance including but not limited to:
  - General labouring, cleaning, gardening and grounds maintenance;
  - Maintenance and/or construction works;
  - Competent and safe operation of a range of tools, materials, plant and equipment; and
  - Maintenance of a range of tools, materials, plant and equipment.

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3. Undertake allocated tasks effectively and efficiently within established time objectives as required/directed.
4. Safely drive and operate Council plant as licenced to operate.
5. Maintain allocated Council plant in safe working order and tidy condition.
6. Ensure that plant is regularly serviced as per manufactures recommendation and report any defects to supervisor.
7. Establish and maintain positive working relationships within the Open Space and Environmental sections and other areas of Council.
8. Effectively engage with community members and actively promote and adhere to Council Values.
9. 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.
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.

## POSITION REQUIREMENTS

### | Knowledge, skills and abilities |

#### Essential:

- Ability to safely and competently operate tractor slashers, front deck lawn mower and other small engine equipment.
- Previous experience or thorough understanding of skills required in a manual labouring/cleaning/gardening/environmental role.
- Ability to safely and competently operate a variety of handheld tools, plant and equipment.
- Effective time management and ability to determine work priorities.
- Sound numeracy and literacy skills, with an ability to operate basic computer and electronic devices.
- Thorough knowledge and commitment to safe working practices, with the ability to identify, resolve and report workplace health and safety issues appropriately.
- Well-developed communication skills and ability to liaise with a wide range of people at all levels.
- Commitment to superior customer service.

#### Desirable:

- Exposure to using Microsoft Office applications, particularly Outlook, Word and Excel

### | Education/Qualifications |

#### Essential:

- Possession of a General Safety Induction Certificate (Construction Industry) "Blue/White Card".

### | Licences |

#### Essential:

- Possession and maintenance of a minimum Queensland 'C' class manual drivers licence and other relevant licence/tickets depending on the plant operating requirements.

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## Desirable:

- Current First Aid Certificate.
- Possession of a current Agricultural Chemical Distribution Certificate (ACDC) competency.
- Possession of a Certificate 3 Horticulture or similar qualification.
- Possession of chainsaw competency.

## PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires working in an outdoor environment in inclement weather.
- The ability to carry out the physical requirements of the position – manual handling, physical labour.
- This position may be required to work weekends and/or overtime as directed.
- This position may be required to work and camp throughout the Council region.
- This position may be required to work on a rotational roster of early and late shifts in each fortnightly pay period.
- 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 Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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

**Executive 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:** \_\_\_\_\_