



POSITION DESCRIPTION

1. POSITION DETAILS

Position	General Hand – Parks and Gardens
Department	Works and Services
Classification	Level 3 – Level 4 as per the Shire's Enterprise Bargaining Agreement
Salary based	\$ 62,920 - \$63,960.00 plus 11.5% Superannuation
Employment type	Full Time – 80 Hrs.

2. ORGANISATIONAL RELATIONSHIPS

Reports to	Manager Works & Services and Work Foreman
Extent of Authority	Works within the confines of standards and procedures applicable under supervision of Works Foreman.
Internal liaison	<ul style="list-style-type: none">• CEO• Manager Works & Services• Work Foreman• Depot Admin/WHS Officer• Manager Finance & Administration• Building Surveyor• Other Shire staff
External liaison	<ul style="list-style-type: none">• General Public• Ratepayers and Electors• Relevant Government Departments and Statutory Authorities• Council Auditors• Suppliers• Other Government and Local Government Bodies

3. POSITION OBJECTIVES

Objectives of Position	<p>To meet the requirements of the Council in providing all necessary Parks & Gardens/Town Maintenance tasks, including maintenance of the Shire's parks/gardens and grassed playing/recreational surfaces, as well as other infrastructure and asset area of Shire of Victoria Plains which meets the expectations of the Chief Executive Officer and Works Manager and provides the best possible service to the customers of the service provided.</p>
Key duties & responsibilities	<ul style="list-style-type: none"> • Compliance with statutory obligations, including but not limited to <ul style="list-style-type: none"> - Occupational Safety and Health Act and Regulations - Local Government Regulations, including but not limited to <ul style="list-style-type: none"> ○ Purchasing - State Records Act • Adherence to Council Policy and Shire procedures, in particular, those relating to but not limited to - <ul style="list-style-type: none"> ○ Occupational Safety and Health ○ Purchasing/procurement ○ use of Shire assets and equipment ○ the Employee code of conduct, including matters regarding gifts. • Ensure all accidents, workers' compensation issues and any other issues are reported and documented appropriately and correctly.
Operational	<ul style="list-style-type: none"> • To assist with the construction and maintenance of Council's assets and infrastructure, including to help construct, repair, and maintain the Shire's parks and gardens, grassed playing/recreational surfaces, grassed football oval, townscapes, verges, and other Shire of Victoria Plains properties, to a professional and high standard, but including to perform other maintenance or laboring duties as where necessary to achieve team objectives (for example, to provide works and services generally to the community, including refuse and litter removal, cemetery maintenance and grave digging, tree lopping, spraying, mowing, and carry out other duties as directed by the Works Manager). • To operate in a suitably skilled manner, a variety of light and other machinery as directed, including but not limited to; light trucks, tractors, passenger vehicles, mowers, etc. as required. Including to perform daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used. • To carry out all work efficiently, effectively, within established guidelines, and in a professional manner as per the Shire's Code of Conduct, and contribute positively and productively to a

	<p>harmonious workplace, including taking responsibility for the quality and standard of work performed, and that of your work colleagues.</p> <ul style="list-style-type: none"> • To adhere to and promote safety in the workplace as per the Shire's work health and safety policies. • To observe and report on damage/maintenance requirements of equipment/tools in your care. • To identify and report any actual or perceived hazards/dangers/accidents to the Manager of Works & Services and Work Foreman • To undertake additional training where appropriate and authorised so as to maintain/enhance service skills. • Undertake allocated work requests on site, under the guidance of the supervisor, to ensure all allocated work and program needs are met. • Report identified variations to work requests to ensure Shire's parks, trees, and related assets are well maintained Monitor job performance and quality of work being carried out. • Ensure basic maintenance and cleanliness of equipment/tools allocated and advise senior staff of any problems or maintenance requirements of that equipment/tools. • Complete relevant administration requirements including fuel sheets, time sheets, and other relevant requirements. • Liaise with the Works Foreman and Works Manager or other senior staff regarding training or other requirements of the position held that are required for the position. • Liaise with other staff on matters associated with depot matters. • Accept the responsibility of becoming multi-skilled and carrying out a wide range of duties and responsibilities associated with the works program. • Carry out any other duties as may be required by the Works Manager or the Chief Executive Officer.
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4. SELECTION CRITERIA

Category	Criteria
Essential	<ul style="list-style-type: none">• Previous experience in the operation of a park and garden relative to the Shire of Victoria Plains either in Local Government or a similar organization.• Ability to work without constant supervision and be aware of time management and organizational skills required.• Basic communication skills both verbal and written.• Basic public relations skills.• Hold a current C class license.• Horticultural knowledge.
Skills, Knowledge, & Experience	<ul style="list-style-type: none">• Undertaking allocated work in a manner that maintains a quality customer service and positive customer experience.• Acting safely and effectively in response to the effects of inclement weather conditions, storms, and natural disasters.• Delivering value to all stakeholders in an ethical, social, and environmentally responsible manner.• Undertake allocated work requests on site, under the guidance of the Supervisor, to ensure all allocated work and program needs are met.• Report identified variations to work requests to ensure Shire's parks, tree and related assets are well maintained.
Physical requirements	Ability to work in an outdoor and office environment.
Pre-employment	<ul style="list-style-type: none">• National Police Clearance Certificate no more than 3 months old• Medical Certificate ensuring fitness to carry out duties required of the position. <p>- may include drug and alcohol screening test</p>

5. EXTENT OF AUTHORITY

This position operates under the direction of the Works & Services Manager within established Policies, guidelines and procedures of the Shire, and in accordance with the statutory provisions of the Local Government Act 1995 and other legislation.

6. WHS REQUIREMENTS

- Follow all Occupational Safety and Health requirements, guidelines, policies and procedures. Ensure your own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident near misses' investigation and documentation.
- Assess possible hazards, recommend and initiate appropriate solutions.
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.

7. CORPORATE ACCOUNTABILITIES

- **Human Resource Management & Leadership** - Participates in performance management processes; participates in Learning & Development activities including induction, recruitment, and succession planning.
- **WHS** - Ensure duty of care compliance with WHS legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** - Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimization and bullying, compliance with the Shire's Code of Conduct and all Shire policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensure confidentiality is maintained at all times.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Assists the Works & Services Manager create realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required. Motivate team members and works crews to complete scheduled works.
- **Values** - create a positive working environment while upholding the Shire of Victoria Plains
 - **Integrity** - we take responsibility for our actions in an honest and open way.
 - **Courage** - we take steps to create new and better ways of doing business.

- **Accountability** - we take responsibility for decisions and actions to achieve outcomes.
- **Respect** - we consider and value the perspective and contribution of others.
- **Excellence** - we continuously improve our performance to achieve outstanding outcomes for the Shire of Victoria Plains.

8. POSITION DESCRIPTION REVIEW

In accordance with the *Local Government Act* 1995, a mandatory performance appraisal is required annually.

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
- I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing change and improvement of processes, practices, knowledge, skills and behaviors is expected by the Shire of Victoria Plains and this position description facilitates this development that I will actively invest in.

9. ACKNOWLEDGEMENT & ACCEPTANCE

The Position Description was reviewed by the undersigned persons and represents an agreed description of the position roles and responsibilities as at the date of employment and/or review process.

ACCEPTANCE			
Manager Works & Services	Name: Silvio Brenzi	Signature:	Date:
Chief Executive Officer	Name: Sean Fletcher	Signature:	Date:
Employee	Name:	Signature:	Date: