



# Carrathool Shire Council

## POSITION DESCRIPTION

### Town Maintenance Operator

<b>DIRECTORATE</b>	<b>INFRASTRUCTURE SERVICES</b>
<b>REPORTS TO</b>	<b>TOWN SERVICES OVERSEER</b>
<b>CLASSIFICATION</b>	<b>BAND 1 LEVEL 3</b>
<b>GRADE WITHIN SALARY STRUCTURE</b>	<b>6</b>
<b>STATUS OF EMPLOYMENT</b>	<b>PERMANENT</b>
<b>HOURS OF WORK</b>	<b>38</b>
<b>POSITION CODE</b>	<b>4123</b>
<b>DATE APPROVED</b>	<b>19 JANUARY 2024</b>

### Council overview

Carrathool Shire Council is a large rural Council, having an area of 19,000 square kilometres and five urban centres. The Council is traversed by the Murrumbidgee and Lachlan Rivers, the Mid Western Highway and the Kidman Way. Agribusiness is growing and has diversified greatly, and now includes enterprises such as cotton, walnuts, olives, rice, corn, cherries, and chicken farm developments with capital investment in the range of \$500 million. The area is thriving, and so are the opportunities.

### Council vision

Carrathool Shire Council and the community will work together to protect and deliver quality of life in harmony with economic development and environmental sustainability.

### Primary purpose of the position

To undertake routine and reactive maintenance work to ensure parks, reserves and facilities are maintained in a safe and attractive way to enhance the image of the town.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Carry out general gardening duties, including planting, pruning, watering, mowing, chemical applications, turf and street tree maintenance.
- Clean and maintain public amenities and conveniences.
- Operate Council's machinery and small plant items in a safe manner.
- Empty litter bins and sweep and clean gutters and other public areas to provide effective litter control.
- Install, repair and maintain playground equipment and soft fall areas to ensure the facilities are safe working appropriately.
- Install and maintain irrigation systems to ensure effective use of water resources.
- Maintain the cemetery lawns and gardens to ensure facility is attractive.
- Clean and maintain Council's controlled facilities (e.g. offices, depots etc) to ensure facility is free from weeds and rubbish.
- Maintain the waste depot at a standard appropriate with environmental guidelines.
- Ensure traffic control measures meets minimum standard requirements at all times.
- Slash grass and spray markers at the aerodrome.
- Spray and control weeds and vegetation as directed.
- Carry out other duties that are within the limits of the employee skills, competence and ability as required.

## Organisational accountabilities and responsibilities

<b>Customer Service</b>	<ul style="list-style-type: none"><li>• Ensure an efficient, courteous and professional service to internal and external customers at all times.</li><li>• Always present a positive image of Council.</li></ul>
<b>Governance</b>	<ul style="list-style-type: none"><li>• Carry out work in line with relevant legislative requirements, codes, practices, and standards.</li><li>• Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.</li><li>• Take responsibility for and manage own work and contribute to a productive work environment.</li><li>• Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies.</li><li>• Ensure accurate and timely record keeping in accordance with Council's requirements.</li></ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"><li>• Perform work in accordance with WHS Legislation and Council's policies and procedures.</li><li>• Report all near misses/accidents, injury and illness as per Council policies to the immediate supervisor.</li><li>• Contribute to work health and safety of self and others.</li><li>• Attend and participate in all training as directed.</li></ul>
<b>Risk Management</b>	<ul style="list-style-type: none"><li>• Assist Council supervisors and managers in identifying and assessing hazards at the workplace.</li><li>• Be aware of and follow Council's risk management procedures when undertaking tasks or projects.</li><li>• Do not interfere or misuse any safety device or equipment which has been provided.</li></ul>
<b>Environmental</b>	<ul style="list-style-type: none"><li>• Consider the protection of the environment when undertaking Council activities.</li></ul>

## Key relationships

Internal	External
Town Services Overseer	Nil
Other staff	

## Compulsory requirements of the position

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.
- It is an inherent requirement of this position that the successful candidate be immunised as one form of control to minimise workplace illness/disease. The following vaccinations are required and will be arranged upon commencement – Hepatitis A and B and/or Tetanus

## Essential requirements





1. Experience in general garden maintenance and labouring activities.
2. Working ability to operate and maintain gardening equipment and small items of plant.
3. Demonstrated knowledge of safe manual/mechanical handling procedures and skills.
4. Working ability to operate a tractor with implements.
5. General Induction for Construction certificate (white card).
6. Class HR driver's licence.

## Desirable requirements

7. Chemical Accreditation – AQF Level III.
8. Qualifications in Traffic Control.
9. Certificate III in Horticulture or related discipline.

## Capabilities for the role

Carrathool Shire Council’s Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance, or, “how we do things around here”. It builds on our organisational values and creates a common sense of purpose for all staff at all levels of the workforce. Below is the full list of capabilities and the level required for this position. The capability names in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Core Organisational Capabilities			
Capability Group	Capability Name	Level	Stream
 <b>Personal attributes</b>	Manage Self	Foundational	2
	<b>Display Resilience and Adaptability</b>	<b>Foundational</b>	<b>1</b>
	Act with Integrity and Courage	Foundational	4
	Demonstrate Accountability	Foundational	3
 <b>Relationships</b>	Communicate and Engage	Foundational	3
	Community and Customer Focus	Intermediate	2
	<b>Work Collaboratively</b>	<b>Intermediate</b>	<b>1</b>
	Influence and Negotiate	Foundational	4
 <b>Results</b>	Plan and Prioritise	Foundational	4
	Think and Solve Problems	Foundational	2
	Create and Innovate	Foundational	3
	<b>Deliver Quality Results</b>	<b>Foundational</b>	<b>1</b>
 <b>Resources</b>	Finance	Foundational	3
	<b>Assets and Tools</b>	<b>Foundational</b>	<b>1</b>
	Technology and Information	Foundational	2
	Procurement and Contracts	Foundational	4









## Streams

Streams identified for the position are the remainder capabilities prioritised in order for future development and progression. These must be demonstrated to progress through further steps. For further details of these capabilities refer to Councils Capability framework.

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

### Core Organisational Capabilities

Group and Capability	Level	Behavioural Indicators
 <p><b>Personal Attributes</b> Display Resilience and Adaptability</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>Shows adaptability to changing work tasks and environments</li> <li>Shows an openness to new ways of doing things</li> <li>Stays calm in difficult situations</li> <li>Does not easily give up when problems arise</li> <li>Asks questions and offers opinions</li> </ul>
 <p><b>Relationships</b> Work Collaboratively</p>	<p>Intermediate</p> 	<ul style="list-style-type: none"> <li>Encourages an inclusive, supportive and co-operative team environment</li> <li>Shares information and learning within and across teams</li> <li>Works well with other teams on shared problems and initiatives</li> <li>Looks out for the wellbeing of team members and other colleagues</li> <li>Encourages input from people with different experiences perspectives and beliefs</li> <li>Shows sensitivity to others' workloads and challenges when asking for input and contributions</li> </ul>
 <p><b>Results</b> Deliver Quality Results</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>Clarifies work required and timeframe available</li> <li>Checks own work for accuracy, quality and completeness</li> <li>Completes tasks under guidance, on time, and to the required standard</li> </ul>
 <p><b>Resources</b> Assets, Tools &amp; Resources</p>	<p>Foundational</p> 	<ul style="list-style-type: none"> <li>Effectively uses a variety of work tools and resources to enhance work products and expand own skills set</li> <li>Takes care of work tools, equipment, accommodation and community assets appropriately, and understand their obligations to use and maintain work tools and equipment appropriately</li> <li>Reports faults or problems with work tools and equipment within appropriate timeframes</li> </ul>

## Progression skills, qualifications and experience

Progression through the salary system is based upon the acquisition and use of skills and/or employee performance/behaviour. Below are the skills required for progression at each step at and above:

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<b>Step 1 (Entry Level) Essential Criteria</b>	<ul style="list-style-type: none"><li>• Experience in general garden maintenance and labouring activities.</li><li>• Working ability to operate and maintain gardening equipment and small items of plant.</li><li>• Demonstrated knowledge of safe manual/mechanical handling procedures and skills.</li><li>• Working ability to operate a tractor with implements.</li><li>• General Induction for Construction certificate (white card).</li><li>• Class HR driver's licence.</li><li>• Demonstrated ability to be self-motivated and work unsupervised.</li><li>• Excellent verbal communication skills with ability to apply strategies for negotiation and conflict resolution.</li><li>• Previous cash handling and reconciliation skills.</li></ul>
<b>Step 2</b>	<ul style="list-style-type: none"><li>• Prerequisites from Step 1 plus:</li><li>• Council's general induction completed.</li><li>• Attainment of Certificate to Work Safely Near Live Electrical Apparatus as a Non-electrical Worker.</li><li>• Attainment of Qualifications in traffic control.</li><li>• Demonstrates Stream 1 Capabilities.</li></ul>
<b>Step 3</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1 and 2 plus:</li><li>• Attainment of Chemical Accreditation – AQF Level III.</li><li>• Attainment of Sharps Handling Accreditation</li><li>• Demonstrates Stream 1 and 2 Capabilities.</li></ul>
<b>Step 4</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1, 2 and 3 plus:</li><li>• Demonstrated ability to competently operate a council plant such as backhoe, tractor and implements, mowers and excavator.</li><li>• Demonstrates Stream 1, 2 and 3 Capabilities.</li></ul>
<b>Step 5</b>	<ul style="list-style-type: none"><li>• Prerequisites from Steps 1, 2, 3 and 4 plus:</li><li>• Attainment/commencement of Certificate III in Civil Construction (Plant Operation) or related discipline.</li><li>• Demonstrates Stream 1, 2, 3 and 4 Capabilities.</li></ul>

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## Additional information

This position description is indicative and not to be considered as a comprehensive, complete, and/or exhaustive list of responsibilities, duties, and accountabilities. Just as Council is adaptive and responsive, Council's roles are similarly dynamic. This role may evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation, or as a result of ongoing professional learning, organisational development or continuous improvement, which are fundamental tenets of Council's operations.

## Declaration

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I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Carrathool Shire Council from time to time as necessary.

Employee's Name \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

HR Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_