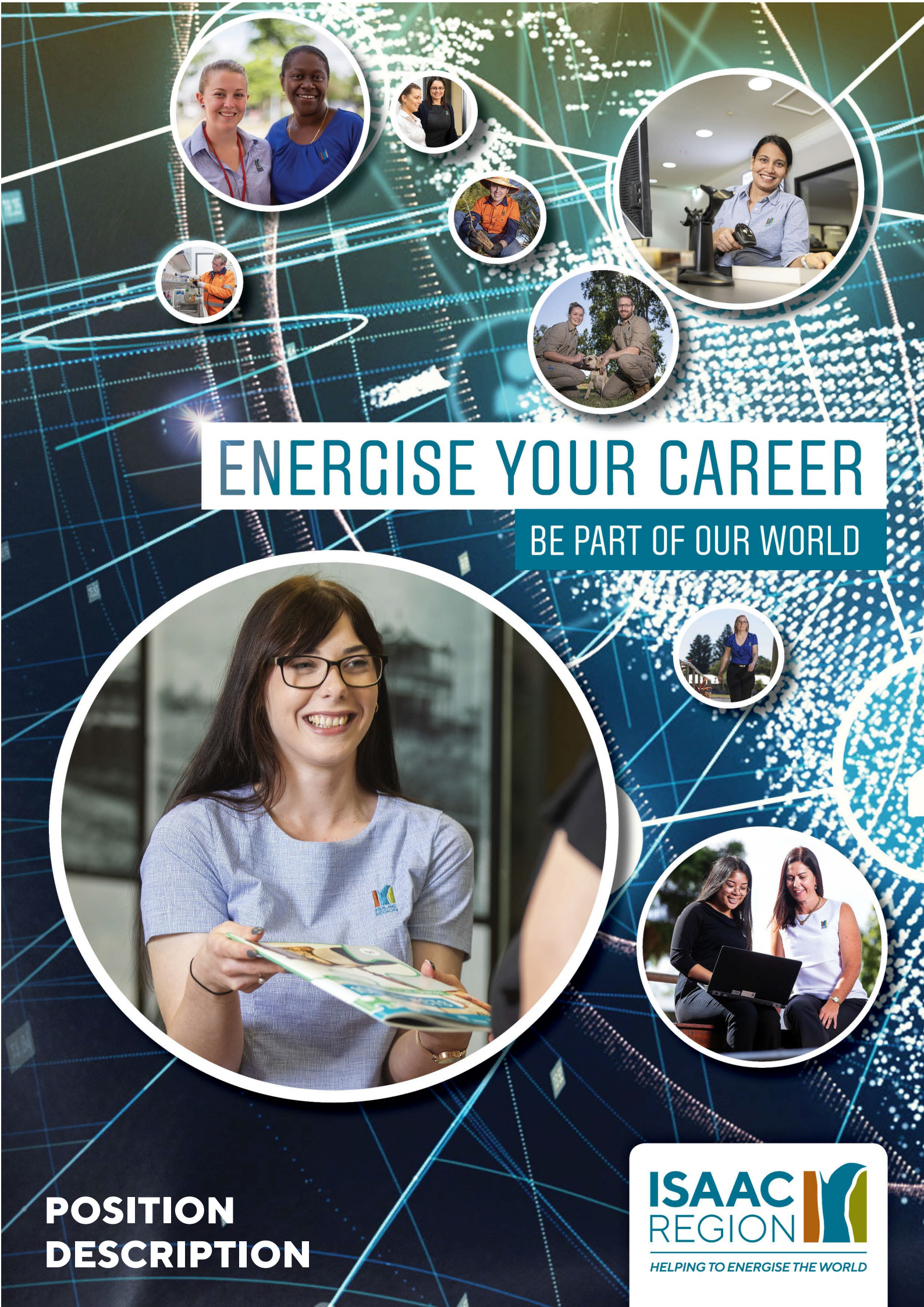

ENERGISE YOUR CAREER

BE PART OF OUR WORLD

POSITION DESCRIPTION

ISAAC REGION

HELPING TO ENERGISE THE WORLD

POSITION DESCRIPTION

POSITION TITLE	Labourer	**CLASSIFICATION**	Level Two (2) – Level Three (3)
DIRECTORATE	Engineering & Infrastructure	**AWARD STREAM**	Queensland Local Government Industry Award – (Stream B) State 2017
DEPARTMENT	Parks & Recreation	**REPORTS TO**	Team Leader – Parks & Recreation
POSITION NO.	52,252.00	**LAST REVIEW DATE**	06 May 2020

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km2 comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focussing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

The Engineering & Infrastructure directorate ensures an integrated approach to internal organisational services across the organisation. The Parks & Gardens Department is responsible for maintenance for all parks, gardens and reserves throughout the operations of Council.

C. POSITION SUMMARY:

The Labourer position is responsible for carrying out grounds maintenance of community usage areas including sportsgrounds, parks, open space and cemeteries for the Engineering & Infrastructures across Isaac Regional Council.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Undertake general maintenance and gardening for Council's parks, sportsgrounds, open space areas and buildings including mowing, whipper snipping, blowing, spraying, irrigation and graffiti removal;
2. Operate and maintain plant and equipment for maintenance and gardening requirements;
3. Report damage and work requirements;
4. Use of tradesman hand and electrical tools, construction tools, chainsaw and pole saws;
5. Undertake any other duties as reasonably directed within the limits of the employees skills, competence and training.

E. KEY COMPETENCIES:

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Knowledge and skills

Essential

1. Relevant certification for the operation of plant and equipment, horticulture and poison operations and minimum 12 months experience is essential.

Experience

1. Knowledge and experience in basic mechanics, general maintenance and gardening is required.

Qualifications

1. 'LR' class licence is desirable
2. Blue/White Card
3. Ability to pass pre-employment functional assessment and/or behavioural testing.
4. The role requires the possession of a current C Class Open Australian Drivers Licence.

F. PHYSICAL DEMAND CATEGORY:

- ☐ Sedentary Work
- ☐ Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- ☐ Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- ☒ Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

☒ Depth Perception ☒ Colour Discrimination ☒ Peripheral Vision ☒ Hearing (Avg)

Specific Actions Required:

This job may include:

Standing/Walking	Sitting	Driving
☐ None	☐ None	☐ None
☐ Occasional	☒ Occasional	☐ Occasional
☐ 1 - 4 Hrs	☐ 1 - 4 Hrs	☒ 1 - 4 Hrs
☐ 4 - 6 Hrs	☐ 4 - 6 Hrs	☐ 4 - 6 Hrs
☒ 6 - 8 Hrs	☐ 6 - 8 Hrs	☐ 6 - 8 Hrs

Work Environment:

Attribute:	Yes	No
Chemicals	☒	☐
Cold	☒	☐
Dampness	☒	☐
Fumes/Gases	☒	☐
Heat/Humidity	☒	☐
Heights	☒	☐
Noise	☒	☐

Repetitive Motions:

☒ Simple Grasping ☒ Fine Manipulation ☒ Pushing & Pulling ☐ Finger Dexterity ☒ Foot Movement

This Job Will Require:

Manoeuvre	Frequent	Occasional	None
Bending	☒	☐	☐
Squatting	☒	☐	☐
Climbing	☐	☒	☐
Twisting	☐	☒	☐
Reaching	☐	☒	☐

G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

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Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. General gardening tools, brush cutters, push mowers, fertiliser spreaders, blowers, spray equipment, irrigation equipment, chainsaws, pole saws, water blasters
2. Various miscellaneous tradesman electrical and construction tools, as required in the course of duty.

I. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
   a. is in line with the expectations of Council as specified in the Code of Conduct, and
   b. decisions are made based on the principles of sound ethics and sound judgement.

2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
   a. Integrity and Impartiality
   b. Promoting the Public Good

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c. Commitment to the system of government
d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

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Isaac Regional Council

We're delivering in a changing world

OUR VISION

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.

OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.

OUR VALUES

COMMUNITY FOCUS

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

TEAMWORK

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

CARING

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

POSITIVE WORK ETHIC

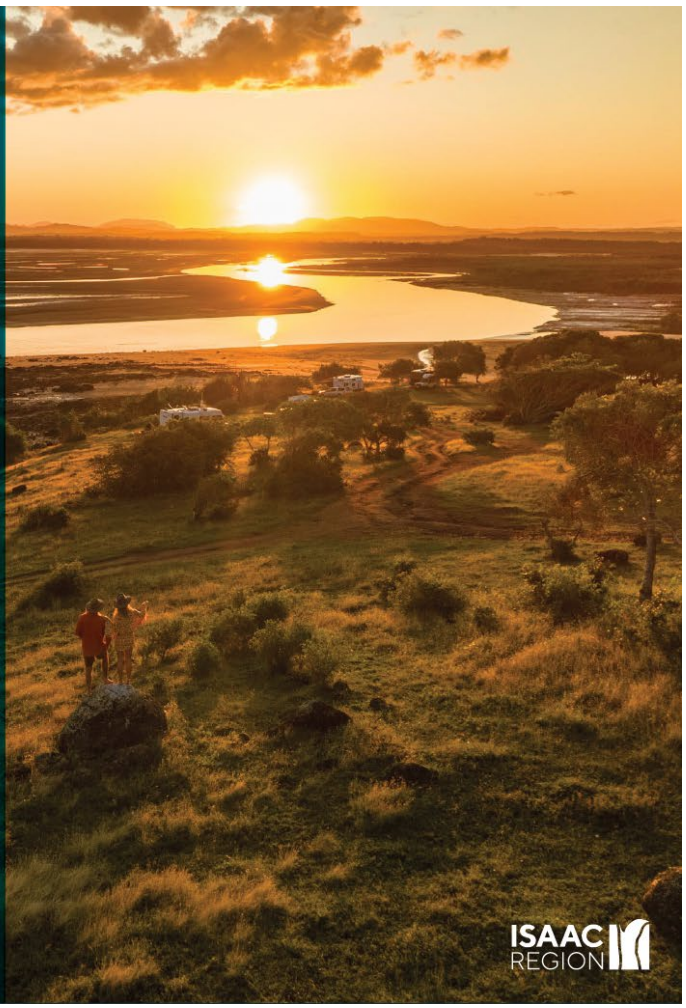
We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.



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