



POSITION DESCRIPTION

Title	Labourer
Position Classification:	Local Government (State) Award: Band 1 Level 2
Salary Range:	Grade 3 to Grade 9
Market Range:	Grade 4 to Grade 10
Status:	Full Time
Position reviewed on:	2020
Position written by:	Parks and Reserves Manager
Division:	Open Space and Environmental Services
Department:	Parks and Reserves
Section:	Parks and Gardens Maintenance
Reports to:	Supervisor Team Leader
Special Conditions	9 day Fortnight Agreement applies

POSITION DESCRIPTION - LABOURER - PARKS AND GARDENS

1. PURPOSE OF THE POSITION

Perform general labouring activities in order to complete maintenance work in Council's open space areas within the OSE Division.

This position can be allocated to labouring duties in parks and gardens, trees or sportsfields sections at the discretion of the Supervisor/s in order to meet work programs, maintenance schedules and targets.

2. KEY OPERATIONAL RESPONSIBILITIES

2.1 The application of accepted procedures as directed, to complete basic manual tasks to a satisfactory standard as required by Council and OSE Division.

Key tasks:

- To present public areas under OSE Division jurisdiction in a safe, clean and functional manner.
- To meet current industry standards in the application of maintenance techniques.
- Complete tasks as directed by Team Leaders, Supervisors, etc.
- Follow instructions accurately and to the required timetable.
- Parks, gardens, turf and/or tree related maintenance activities including: pruning, mulching, planting, litter collection, watering, turfing, plant, shrub and tree maintenance etc.
- Pest, disease and weed control using chemical and manual techniques.
- Safe operation and maintenance of all plant used in completing duties.

2.2 Other duties

Other duties may be allocated by the manager or supervisor. These will be in accordance with the employee's range of skills, competence, training and/or experience or be part of a training/development plan.

Note: *Key tasks include, but are not limited to, those tasks associated with each of the above areas of responsibility.*

3. KEY CORPORATE RESPONSIBILITIES

3.1 Council's Vision and Core Values

Uphold and promote Council's Vision for making North Sydney a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- Provision of services to the community through co-operation and understanding.
- Responsive government based on open government and community participation.
- Honesty and integrity in all we do.
- Fairness and equity.

- Innovation and excellence.
- Responsive and responsible regulation.

3.2 Best Value and Continuous Improvement

Provide best value to the community by applying a continuous improvement philosophy. Identify ineffective and/or inefficient processes and recommend improvements. Capitalise on changes so as to increase effectiveness and efficiency. Undertake to learn from the workplace experience. Participate in learning and development activities as/when appropriate and then apply the learned skills/knowledge on the job. Identify and report to management any obligations, risks and opportunities facing Council.

3.3 Council's Policies and Procedures

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

3.4 Customer Service

Promote a professional and positive image of Council in accordance with Council's Customer Service Policy. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

3.5 Organisational Sustainability

Consider sustainability - economic, environmental, social and governance factors - in all activities and decision making in accordance with Council's Organisational Sustainability Policy and procedures.

3.6 Community Engagement

Comply with legislative requirements and Council's Community Engagement Policy and related procedures regarding the identification and implementation of consultation opportunities to ensure that stakeholders are consulted on matters of relevance to them. Ensure Council's Core Value of open government and community participation is upheld.

3.7 Record Keeping

Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

3.8 Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure an harassment-free workplace.

3.9 Ethical Conduct

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

3.10 Occupational Health & Safety

Observe safe work practices and operating procedures and comply with the requirements of the OH&S legislation and Council's Policies and Procedures relating to Occupational Health & Safety.

Take appropriate action to ensure a safe and healthy working environment for self and others. In particular:

- participate in the identification and control of OH&S risks in the workplace;
- support work colleagues when they return to work following injury/illness and co-operate with management in relation to changes which may need to be made in accordance with the Return-to-Work/Injury Management Plan;
- if injured, co-operate with management in developing/implementing the Return-to-Work/Injury Management Plans.

3.11 Statutory Obligations

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

3.12 Team Work

Support and promote teamwork through:

- co-operation;
- communication;
- sharing of relevant information;
- provision of responsive and accurate advice;
- maintenance of effective liaison with other employees within own team and across Council as/when appropriate.

4. CONTACTS ARISING FROM THE POSITION

Reports to: Team Leader
Supervisor

Supervises: Directly: 0
Indirectly: 0

5. SELECTION CRITERIA

Essential

- Demonstrated interest in the field of garden maintenance
- Relevant labouring experience
- Ability to follow instructions
- Ability to work as part of a team
- Ability to communicate effectively
- Current Class C Driver's Licence
- Physical fitness

POSITION DESCRIPTION - LABOURER - PARKS AND GARDENS

Desirable

- Chemical Application accreditation
- Computer literacy
- Willingness to undertake study in a related field

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....