

# Upper Lachlan Shire Council



<b>Position</b>	Townsperson
<b>Reports To</b>	Supervisor Parks & Gardens
<b>Group</b>	ENVIRONMENT AND PLANNING
<b>Band/Level</b>	1/3
<b>Grade</b>	5
<b>Date Revised</b>	2020

## Primary Purpose

To undertake general labouring duties in relation to the maintenance of Council's assets and infrastructure as directed, in a safe and efficient manner.

## Council Values

Council's values of sustainability, integrity, respect and professionalism guide the decisions, actions and conduct of all employees.

## Accountabilities

- Undertake general labouring duties including but not limited to mowing, street cleaning, drainage maintenance, cemetery maintenance, hall and public amenities cleaning and maintenance and minor maintenance repairs.
- Ensure that all works are completed in accordance with correct work practices and procedures and relevant regulations.
- Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and any other work health and safety requirements/obligations under the Work Health and Safety Act.
- Ensure consistent delivery of the highest level of customer service.
- Complete paperwork (including timesheets) accurately and within required timeframes.
- Operate small plant and equipment following safe work practices and procedures and in accordance with operating instructions.
- Maintain plant in a reliable, tidy and safe manner, including minor maintenance such as fuelling, fluid levels, cleaning, lubrication and greasing, and advising repair and maintenance needs to the workshop.
- Contribute to the performance of Council: leading by example, demonstrating professional conduct, making the best use of knowledge, experience and skills, and being accountable for the decisions made.
- Ensure a safe working environment by taking accountability for own actions and complying with Council's WHS policies and procedures.

The employee is required to undertake any other duties, projects or tasks as directed by their manager, which are within his/her skills, competence and training.

**Key relationships**

Internal	External
Construction & maintenance teams	Community and business members
Other staff	Government agencies and authorities

**Essential Criteria**

1. WHS General Construction Induction (White) card.
2. Contemporary experience in horticulture or substantial contemporary experience in a similar role.
3. Contemporary knowledge and demonstrated experience in undertaking labouring duties associated with maintenance works including but not limited to parks, gardens and road maintenance.
4. Demonstrated experience in the safe operation of small plant and equipment including mowers, edgers, hand tools and chainsaws.
5. Proven ability to work productively as a member of a team and contribute to team goals.
6. Traffic Controller certification.
7. Current Class C Drivers Licence.

**Desirable Criteria**

1. Certificate III in Horticulture.

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, Delegations of Authority, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

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Name (please print)

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Signature

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Date

# SALARY PROGRESSION CRITERIA

## TOWNSPERSON



The emphasis at this level will be placed on the demonstrated application of the skills and knowledge required of the position. Assessments will be made based on the experience/qualifications of the jobholder and their ability to apply skills and knowledge to meet the accountabilities defined in the job description.

### MINIMUM JOB REQUIREMENT

The jobholder is required to have met the essential criteria as described in the job description.

STEP 1 COMPETENCIES	
Before being assessed for step 1 skills, the jobholder must have demonstrated achievement of all essential criteria described in the job description.	
When the jobholder demonstrates the achievement of all skills in step 1, they are eligible for an increase in their rate of pay.	
1	Basic Knowledge Of Whs And Work Cover Regulations In Relation To Road Maintenance/ Construction And Public Safety
2	Knowledge Of Councils' Standard Traffic Control Procedures
3	Road Pavement Maintenance And Drainage Work
4	Basic Excavation And Shovelling
5	Bitumen Patching Work
6	Roadside Facility Erection And Maintenance
7	Rta Traffic Control Blue & Yellow
8	Manual Handling, Hazard Substance, Chemcert
9	Backhoe/Front Loader Certificate Of Competency
10	Be Able To Work Unsupervised For Periods When Required

## STEP 2 COMPETENCIES

Before being assessed for step 2 skills, the jobholder must have demonstrated achievement of all essential criteria and step 1 skills.

When the jobholder demonstrates the achievement of all skills in step 2, they are eligible for an increase in their rate of pay.

1	Forklift Ticket
2	Use Two Way Radio Effectively
3	Street And Gutter Cleaning
4	Ensures Load Is Correctly Covered
5	Liaise Effectively For The Delivery / Removal Of Materials From Work Site
6	M R Truck Licence
7	Operate A Concrete Cutting Saw And Angle Grinder, Mower Equipment
8	Have An Understanding Of The Construction Industry Especially In Relation To The Supply Of Materials Cleaning Up In Public Places, Carrying Materials.

## STEP 3 SKILLS

Before being assessed for step 3 skills, the jobholder must have demonstrated achievement of all essential criteria, step 1 and step 2 skills.

When the jobholder demonstrates the achievement of all skills in step 3, they are eligible for an increase in their rate of pay.

1	Basic Knowledge Of Concrete Work
2	Placing And Tying Steel Reinforcement For Concrete Works
3	Kerb And Gutter And Footpath Construction And Maintenance
4	Batch Concrete Using Concrete Mixer.
5	Basic Chainsaw Maintenance And Operations Qualifications.
6	Operate Small Compaction Equipment, Pumps And Other Minor Plant Effectively.
7	Competence And Knowledge Of Horticultural Issues.

#### STEP 4 SKILLS

Before being assessed for step 4 competencies, the jobholder must have demonstrated achievement of all essential criteria, step 1, step 2 and step 3 skills.

When the jobholder demonstrates the achievement of all skills in step 4, they are eligible for an increase in their rate of pay.

1	Ensure That Load Is Correctly Distributed And Does Not Exceed Legal Limit/Load Restraint
2	Mr Truck Licence
3	Retaining Walls And Gabion Work
4	Meets All Requirements Of The Position Description.
5	Horticulture Certificate

#### STEP MAXIMUM SKILLS REQUIREMENT

To achieve Step Maximum Skills the jobholder must apply a superior level of skills, knowledge, competencies and expertise to the position. Step Maximum Competencies will be achieved by the attainment of:-

1. Agreed competency and/or training/qualifications
2. Demonstrated efficiency and productivity improvements
3. Development and/or delivery of an innovative project
4. Continuous work improvement for a defined timeframe

Step Maximum Skills will be subject to determination and assessment by the relevant Director, in consultation with the jobholder. Before the jobholder can be assessed at Step Maximum, the jobholder must have achieved Steps 1, 2, 3 and 4 Competencies.

**Note:** Competencies will be obtained and/or developed from a combination of the following sources:-

- Training.gov.au
- Job-specific competencies developed by Council
- WHS standards
- Former position description skill steps