



Horticulture & Town Services/Cleaning Officer

Position Description

Incumbent:	VACANT
Position Number:	TBC
Directorate:	Community & Cultural Services
Team:	Horticulture & Town Services
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream B) Level 3
Current Level:	
Reports to:	Horticulture and Town Services Supervisor
Accountable for:	n/a
Located:	Ilfracombe
Revised:	October 2022

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

The objective of this position is to ensure that Council owned and operated facilities based in Ilfracombe are cleaned to a high standard. Further the position will also ensure operations and maintenance requirements of all streetscapes and greenspaces are undertaken to the highest standard, including, but not limited to, main business area, public open spaces, tourist recreation areas, reserves, civic spaces, sporting fields, pedestrian and cycleways, parks, playgrounds, botanical walkways and cemeteries. Other town services will be undertaken as directed by the accountable supervisor.

Position Responsibilities

- Carry out all cleaning duties of areas as specified. Such duties include but not limited to, sweeping, vacuuming and mopping of all floors with the equipment provided, the cleaning of scuff marks, the clearing of cobwebs from all ceilings and under eaves external to the building, the cleaning of counters and tables, cleaning of toilets and urinals and keeping stocked with toilet paper and hand towels and soap, keeping mirrors and windows clean, shaking out mats, defrosting kitchen fridges on a monthly basis, emptying rubbish bins, dusting and wiping of desks, tables and ledges and cleaning of chairs.
- Undertake duties as per the designated work schedule to act on proactive and reactive maintenance requirements to achieve a high quality standard for the town's residents/ratepayers and visitor, including but not limited to duties such as mowing, whipper snipping, hedging, pruning, weeding, herbiciding, collection of litter, mulching and planting of new trees and shrubs as directed.
- Installation and maintenance of irrigation and sprinkler systems, and the reporting and resolving faults.
- Operation of plant and equipment as required for the maintenance of all streetscapes and recreational open spaces and to undertake daily maintenance and minor repairs as required
- Carry out programmed works and reactive maintenance and improvement of all recreational areas.
- Carry out RMPC works on behalf of Council, including but not limited to, removal of carcasses, cleaning of public facilities and emptying roadside bins.
- Assist in duties associated with the Ilfracombe Swimming Pool, as required.
- Assist in duties associated with setting and packing up of civic and community events.
- Ensure good public relations are exhibited whilst undertaking duties and a high level of customer service is provided.
- Work within a team environment contributing to the achievement of departmental and organisational goals.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisors or the Chief Executive Officer.

Position Requirements

Skills

- Ability to utilise and identify appropriate equipment to undertake various levels of cleaning duties within facilities.

- Ability to operate small and medium equipment, including but not limited to: ride on mowers, push mowers, chainsaws, whipper snippers, polesaws and hedge trimmers.
- Ability to inspect and maintain small plant and equipment
- Sound communication skills with the ability to deal with all levels of staff, management and businesses.
- Good customer service skills, both internal and external customers.
- Developed analytical and problem solving ability.
- Ability to effectively manage time and meet deadlines with minimal supervision.

Knowledge

- Demonstrated knowledge of general horticulture principles
- Demonstrated knowledge on the application and decanting of chemicals and relevant safety requirements
- A thorough understanding of how to maintain a safe working environment.

Mandatory Experience/Qualifications

- Experience in horticulture maintenance and or cleaning duties;
- Current 'C' Class drivers licence.
- General Construction Induction card;
- Operate and Maintain Chainsaws competency;
- Working with Children Blue Card.
- Chemical Handling competency (Prepare & Apply chemicals; Transport & Store Chemicals; Control Weeds).
- Tertiary Qualifications in Horticulture or other relevant field or ability to obtain.

Desirable Experience/Qualifications

- Current First Aid certificate.
- Current "MR" Class Drivers Licence or ability to obtain.

Delegations and Authorisations

Nil.

Physical Requirements

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 20kgs.

Audio-Visual Demands

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing

Specific Actions Required

This job may include:

Standing/Walking

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Sitting

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Driving

- None
 Occasional
 1-4 Hours
 4-6 Hours
 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- Simple Grasping
 Fine Manipulation
 Pushing & Pulling
 Finger Dexterity
 Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

- To comply with instructions given for WH&S at a workplace by the employer;
- Comply with the **Health and safety duties and Duty of Care** requirements as specified within the *Work Health and Safety Act 2011 Part 2*
- Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
- For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
- Not to willfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;

6. Not to willfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the **LRC-SMS** by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Lisa Young, Director Community and Cultural Services
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	