



Schedule 2 – Position Description

Position Name:	Parks and Gardens Labourer
Position Number:	7067
Directorate:	Community Services
Team:	Parks and Gardens
Category of Employment:	Permanent, full-time
Classification Level:	Level 3
Classification Type:	Queensland Local Government Industry (stream B) Award – State 2017; Division 2; Section 5 – Operational Services
Reports to:	Parks and Gardens Supervisor
Located:	Longreach
Accountable for:	Nil
Vehicle Authorisation:	Classification 4 – Business use only
Financial Delegation:	Nil
Revised:	September 2026

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our 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

This role supports the maintenance and presentation of public spaces and facilities across the Longreach Region. It involves a mix of horticultural care, equipment operation, and general upkeep of community assets. The position contributes to the delivery of quality services through teamwork, effective communication, and a strong focus on safety and community engagement. Flexibility and a willingness to assist across various locations and duties are essential to meeting Council's operational needs.

Position Responsibilities

Functional Area	Key Responsibilities
Horticultural Maintenance	• General horticultural maintenance including, but not limited to: - Mowing - Cleaning - Brush Cutting - Trimming Trees - Hedging - Pruning - Weeding - Spraying Herbicides - Collection of litter - Mulching - Planting of new trees and shrubs as directed • Carry out programmed works and reactive maintenance and improvement of all recreational areas.
Irrigation and Water Systems	• Installation and maintenance of irrigation and sprinkler systems. • Reporting and resolving faults in irrigation systems.
Plant and Equipment Operation	• Operation of plant and equipment for the maintenance of streetscapes and recreational open spaces. • Undertake daily maintenance and minor repairs of utilised plant. • Advise immediate supervisor of any faulty equipment and follow reporting procedures.
Public Facilities Support	• Carry out RMPC works on behalf of Council (e.g., removal of carcasses, cleaning public facilities, emptying roadside bins). • Assist in duties associated with Council-operated Swimming Pools. • Assist in duties associated with setting and packing down of civic and community events.
Customer Service and Community Engagement	• Ensure good public relations and provide a high level of customer service. • Assist with prompt responses to customer enquiries. • Project a helpful and positive image of Council and its staff.

Teamwork Communication	and	• Work within a team environment to achieve departmental and organisational goals. • Communicate, solve and discuss work problems with team members and Supervisor.
Other		• 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 supervisor or the Chief Executive Officer. • Carry out all duties in line with Council's Workplace Health and Safety policies and procedures and adhere to any legislative obligations.

Extent of Authority

The Parks and Gardens Labourer operates under general supervision and is responsible for completing allocated maintenance and operational tasks in accordance with Council procedures, work programs and WHS requirements. The role exercises limited operational judgement in identifying, resolving and reporting maintenance, equipment and safety issues within established guidelines. The position has no supervisory responsibilities, financial delegation, vehicle authorisation, or statutory decision-making authority, and all matters requiring delegated authority or formal approval must be referred to the appropriate supervisor or manager.

Key Relationships

Internal		
Position	Nature of Relationship	How it Works
Parks and Gardens Supervisor	Reporting, operational guidance and performance support	• Receives work allocations, priorities and instructions; provides updates on completed works, maintenance issues, safety concerns and operational requirements.
Parks and Gardens Leading Hand	Day-to-day work coordination and technical support	• Works under direction on daily tasks, programmed maintenance and project activities; seeks guidance on work methods, equipment operation and site requirements.
Parks and Gardens Team	Collaborative working relationship	• Works cooperatively to deliver horticultural maintenance, irrigation repairs, facility upkeep and community event

		support; shares information and assists team members to achieve service outcomes.
External		
Position	Nature of Relationship	How it Works
Community Members	Customer service and community engagement	Responds courteously to enquiries, provides assistance where appropriate and promotes a positive image of Council while undertaking works in public spaces.
Relevant Stakeholders (contractors, suppliers, sporting groups, event organisers and service providers)	Service delivery and operational coordination	Communicates regarding maintenance activities, access requirements, service requests and operational matters to support efficient delivery of Council services and community events.

Key Behavioural Competencies

Key behavioural competencies for this role include:

- Demonstrates a strong commitment to workplace health, safety and compliance at all times.
- Works collaboratively and respectfully as part of a team to achieve shared goals and service outcomes.
- Communicates effectively with supervisors, colleagues, community members and stakeholders.
- Delivers high-quality customer service and maintains positive community relationships.
- Takes personal responsibility for completing work efficiently, accurately and to agreed standards.
- Demonstrates initiative in identifying and reporting maintenance, equipment and safety issues.
- Applies sound problem-solving and decision-making skills within established procedures and responsibilities.
- Adapts to changing priorities, work locations and operational requirements.
- Manages time effectively to meet deadlines and work program requirements.
- Maintains a professional, positive and helpful attitude that reflects Council's values and promotes a positive image of the organisation.
- Shows accountability for the safe operation, care and maintenance of plant, equipment and Council assets.
- Supports continuous improvement by participating in training, consultation and workplace improvement activities.

Position Requirements

Skills

- Ability to operate, inspect and maintain small plant and equipment for maintenance of turf, trees and shrubs.
- Developed 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 complete works inline with open spaces masterplan.
- 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

- Demonstrated experience in the operation of small and medium equipment, including but not limited to: zero turn mowers, push mowers, chainsaws, whipper snippers, pole saws and hedge trimmers;
- Experience in horticulture maintenance duties;
- Working with Children Check (WWCC) Blue Card;
- General Construction Induction Card (White Card);
- Current Unrestricted "C" Class Drivers Licence.

Desirable Experience/Qualifications

- Cert III in Horticulture or equivalent experience, or the ability to obtain.
- Current "MR" Class Drivers Licence.
- Current First Aid/CPR competency;
- Certification in operation of Street Sweeper truck.
- Control Traffic with a Stop Slow Bat;
- Traffic Management Implementation;
- Operate and Maintain Chainsaws competency;
- Chemical Handling competency (Prepare & Apply chemicals; Transport & Store Chemicals; Control Weeds).

Delegations and Authorisations

Financial Delegations

Check	Role	Financial delegation (up to)	Description
☒	No financial delegation applies to this position.		

Vehicle Authorisations

Check	Vehicle authorisation	Description
☒	Classification 4 – Business use only	This position is authorised to use Council-owned or hired motor vehicles under Classification 4 – Business use only in accordance with Council's Motor Vehicle Policy and Management Directive – Motor Vehicle Provision and Use. Vehicle use is limited to approved business purposes and is subject to compliance with all policy conditions, licence requirements, reporting, and safety obligations. The position does not hold authority to approve vehicle allocations, usage classifications, or private use.

☒ Where the position has Delegations and Authorisations

Chief Executive to Employee Delegations and Authorisations

This position exercises powers and functions in accordance with Council's *Delegations and Authorisations Policy*, the *Chief Executive Officer to Employee and Contractor Delegations Register*, and any *Authorised Person/ Authorised Officer Instrument of Employment* issued to the role holder. Authority is limited to those delegations and authorisations formally granted and current at the time of action. The position holder is responsible for understanding and complying with the scope and conditions of their delegations and for escalating matters outside delegated authority in accordance with council procedures.

Physical Requirements

Vision and Hearing Requirements

☐ This position requires a vision test

☐ This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0–33%	Frequent 34 – 66%	Constant > 66%
Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed.	☐	☒	☐	☐
Team Based Work - works in a team of people and not exposed to isolation	☐	☐	☐	☒
Communicating With Others – Verbal	☐	☐	☒	☐
Communicating With Others – Written	☐	☒	☐	☐
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	☐	☐	☒	☐
Concentrating - high levels of concentration required while completing required tasks	☐	☐	☐	☒
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	☐	☐	☒	☐

Decision Making - required to exercise sound decision making while completing all aspects of the position	☐	☐	☒	☐
Problem Solving - requirement to develop sound solutions to novel or unusual problems arising during the course of the day	☐	☒	☐	☐
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	☐	☒	☐	☐
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	☐	☐	☒	☐
Short and Long-term Memory Recall - ready access to documented procedures or precedents to perform requirements of the position	☐	☐	☒	☐
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	☐	☒	☐	☐
Interruptions - frequency of interruptions to daily work plans and requirement to change work plans at short notice	☐	☒	☐	☐

Physical Requirements

- ☐ This position does not require more than 10-15% manual handling/physical exertion
- ☒ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 - 66%	Constant > 66%
Mobility/Posture				
Sitting - stay in seated position (including driving)	☐	☒	☐	☐
Standing - standing in an upright position, moving less than 3 steps	☐	☐	☐	☒
Walking - In an upright position, moving more than 3 steps	☐	☐	☐	☒
Crawling - Move on the hands & knees or by dragging the body close to the ground	☐	☒	☐	☐
Non-Manual Handling				
Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	☐	☐	☒	☐
Kneeling - To lower the body	☐	☐	☒	☐
Bending - To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	☐	☐	☐	☒

Reaching – Extending arms out in any direction	☐	☐	☐	☒
Twisting/Trunk Rotation – Rotating the body to one side or the other without moving the feet	☐	☐	☐	☒
Fine Manipulation/Pinch Grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	☐	☐	☐	☒
Power/Open Hand Grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	☐	☐	☐	☒
Writing/Typing	☐	☒	☐	☐
Climb Ladders	☐	☐	☒	☐
Climb or descend stairs	☐	☒	☐	☐
Low Level Work – Performing manual handling actions at or near ground level	☐	☐	☐	☒
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	☐	☐	☐	☒
Pushing/Pulling – Applying force to move something away or closer to oneself, including static positions	☐	☐	☐	☒
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	☐	☐	☐	☒
5.1 – 10kg	☐	☐	☐	☒
10.1 -15kg	☐	☐	☒	☐
15.1 -20kg	☐	☒	☐	☐
Lift floor to hip	☐	☐	☒	☐
Lift waist to shoulder	☐	☐	☒	☐
Lift overhead	☐	☒	☐	☐

☒ Plant operation with maximum seat rating of 120kgs

☐ 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.

Employees of Longreach Regional Council have the following responsibilities for health and safety at work.

- Take reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others.
- Comply with and follow all reasonable instructions for work health and safety (WHS) and cooperate with all reasonable WHS policies, procedures, guidance, instructions, and directions.

- To not intentionally or recklessly interfere with or misuse any substance or thing provided in the interests of WHS.
- Use Longreach Regional Council's WHS risk management approach, participate in risk assessments and assist in identifying and using control measures to eliminate or minimise WHS risks.
- Ensure safe work practices including operating and maintaining all machinery, equipment and plant in a safe way and holding licences and training where required.
- Report any worn out or defective tools or equipment or problems with tools and equipment.
- Comply with Council's induction and training requirements.
- Participate in meetings, training, consultation and other WHS activities such as inspections, incident investigations, and evacuation drills as required.
- Use, maintain and store personal protective equipment (PPE) in the appropriate manner.
- Be familiar with emergency and evacuation procedures for their work area and comply with instructions given by emergency response, including emergency wardens and first aiders.
- Report all problems with undertaking work, including concerns or signs of injury, discomfort, or ill health, immediately to their manager or supervisor.
- Report any unsafe situation, workplace hazard, injury, incident, or near-miss to their manager or supervisor immediately.
- STOP WORK if it not safe to continue and report concerns to their manager or supervisor.
- Assist in maintaining a high level of housekeeping, cleanliness, and tidiness.
- Undertake tasks as required to enable continuous improvement for WHS management

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:	Tanya Scott, Director of Community Services
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	