



Schedule 2 – Position Description

Position:	Horticulture and Town Services Officer
Position Number:	7067
Directorate:	Communities
Team:	Horticulture
Position Status:	Permanent Full Time
Classification:	Queensland Local Government Industry Award (Stream B) Level 3
Reports to:	Horticulture and Town Services Supervisor
Working Location:	Longreach
Revised:	May 2025

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Service

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 Accountabilities
Horticultural Maintenance	<ul style="list-style-type: none">• General horticultural maintenance including, but not limited to:<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Installation and maintenance of irrigation and sprinkler systems.• Reporting and resolving faults in irrigation systems.
Plant and Equipment Operation	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Ensure good public relations and provide a high level of customer service.• Assist with prompt responses to customer enquiries.

	<ul style="list-style-type: none"> Project a helpful and positive image of Council and its staff.
Teamwork and Communication	<ul style="list-style-type: none"> Work within a team environment to achieve departmental and organisational goals. Communicate, solve and discuss work problems with team members and Supervisor.
Other Duties	<ul style="list-style-type: none"> Assist and carry out duties in Longreach, Ilfracombe, Isisford and Yaraka as instructed Other relevant duties as required within the scope of the position, as directed by the Supervisor or Chief Executive Officer.

Key Relationships

Accountable to	Horticulture and Town Services Supervisor	The Horticulture and Town Services Officer will have an effective, collaborative and communicative working relationship with the Horticulture and Town Services Supervisor and is responsive to their requests.
Works with (Internally)	Horticulture and Town Services Leading Hand	The Horticulture and Town Services Officer will have an effective, collaborative and communicative working relationship with the Horticulture and Town Services Leading Hand and is responsive to their requests.
Works with (Internally)	Horticulture and Town Services Team	The Horticulture and Town Services Officer will have a positive relationship with their colleagues, which involves active collaboration, sharing ideas and working together to create a conducive environment.
Works with (Internally)	Manager of Community Facilities	Have an effective, responsive and communicative working relationship with the Manager of Community Facilities.
Works with (externally)	Community members and other relevant stakeholders	The Horticulture and Town Services Officer will have an approachable, attentive, respectful relationship with all relevant stakeholders.

Inherent requirements

- Passion for Horticulture:** A genuine passion for creating thriving greenspaces and beautifying streetscapes.
- Interpersonal Skills:** Strong interpersonal skills to liaise with colleagues and stakeholders
- Physical Stamina:** Capability to perform physical tasks, including prolonged standing, bending, and lifting.
- Medical clearance:** A pre-employment medical is mandatory for this role.



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
- 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 “MR” Class Drivers Licence.

Desirable Experience/Qualifications

- Cert III in Horticulture or equivalent experience, or the ability to obtain.
- 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).

Additional requirements and working conditions

The following requirements and working conditions will be necessary in this role:

- Willingness to work across all four Longreach Regional Council towns.
- Willingness to be available to respond to emergency situations outside of standard work hours, ensuring the safety of the community by maintaining and addressing urgent issues in greenspaces and town infrastructure.

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 25kgs.

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 type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" 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.

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:	Director of Communities – Tanya Johnson
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	