



Schedule 2 – Position Description

Position:	Horticulture and Town Services Officer
Incumbent:	
Position Number:	7067
Directorate:	Community Services
Team:	Horticulture
Position Status:	Permanent Full Time
Classification:	Queensland Local Government Industry Award (Stream B)
Level:	3
Primary Location:	Longreach
Revised:	September 2025

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Service

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

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 Areas	Key Accountabilities
Horticultural Maintenance	<ul style="list-style-type: none">General horticultural maintenance including, but not limited to:<ul style="list-style-type: none">MowingCleaningBrush CuttingTrimming TreesHedgingPruningWeedingSpraying HerbicidesCollection of litterMulchingPlanting of new trees and shrubs as directedCarry 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.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"> • 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.


Extent of Authority

This position works under general supervision with the freedom to act within established policies and practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority/obligation that comes with their powers.

Position Requirements

Personal Attributes

- Able to demonstrate a commitment to Council's core values through personal action.
- Able to gain respect and create good working relationships with internal and external stakeholders.

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- Able to work under general supervision, within a team environment.
 - Good attention to detail and a commitment to high quality work.

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.

Essential 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 “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

Vehicle Authorisation

Nil

Financial Delegation

Nil

Inherent requirements

These are the essential requirements of this position:

- This role may be subject to work related contact outside of normal business hours, including responding to emergency situations to ensure the safety of the community by maintaining and addressing urgent issues in greenspaces and town infrastructure.
- This role is required to work across all four Longreach Regional Council towns.

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. Little to no autonomy with respect to the work allocated to them by the supervisor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Based Work - works in a team of people and not exposed to isolation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicating With Others – Verbal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicating With Others – Written	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Concentrating – high levels of concentration required while completing required tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Decision Making - required to exercise sound decision making while completing all aspects of the position	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Problem Solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Short and Long-term Memory Recall – ready access to documented procedures or precedents to perform requirements of the position	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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
- ☒ This position requires plant operation with maximum seat rating of 120kgs

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)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing – standing in an upright position, moving less than 3 steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking – In an upright position, moving more than 3 steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawling – Move on the hands & knees or by dragging the body close to the ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Manual Handling				
Crouch/Squat – To lower the body by bending forward from legs and spine, buttocks on or near the heels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling – To lower the body	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching – Extending arms out in any direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting/Trunk Rotation – Rotating the body to one side or the other without moving the feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine Manipulation/Pinch Grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing/Typing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or descend stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Level Work – Performing manual handling actions at or near ground level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.1 – 10kg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.1 -15kg	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15.1 -20kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift floor to hip	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift waist to shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lift overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


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:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the *Health and safety duties and Duty of Care* requirements as specified within the *Work Health and Safety Act 2011 Part 2*.
3. 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;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully 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;

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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:	Director of Community Services – Tanya Johnson
Signature:	
Date:	
Present Incumbent:	Vacant
Signature:	
Date:	