

We are currently seeking applications for two Leading Hands in the Parks Section to assist in supervising and coordinating the maintenance of Council parks, gardens, public spaces and cemeteries.

About the role:

The Leading Hand will ensure the efficient use of materials, plant and labour under their control and report any hazards, defects or incidents. Time management and effective planning skills are essential to ensure prescribed levels are maintained in line with Council's Parks Maintenance Service Levels. The Leading Hand will have exceptional communication and leadership skills to direct subordinates and engage with the community to promote public relations.

Why work for us?

- 9-day fortnight (76hrs fortnight)
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

The gross fortnightly wage for this position is \$2,567.80 including Construction Allowance.

Applications for **24/43 – Leading Hand - Parks** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 24/43, PO Box 974, Ayr Qld 4807

Applications close on Wednesday, 21 August 2024 at 5.00pm. Word or PDF format is preferable.

For further information please contact the Coordinator Parks – Jaime St John on (07) 4783 9800.

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, with examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Previous experience and demonstrated ability to work with minimal supervision in a leadership role, productively managing the time, resources and priorities of a parks crew.
2. General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry.
3. Current MR Class Driver's Licence.
4. Physical ability necessary to undertake manual handling and labouring duties for extended periods in direct sunlight if required.

Desirable

1. Current First Aid Certificate
2. Certification in Playground Equipment Inspection 1 & 2.

Position Number	30137
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream B) Award – State 2017
Award Section	Section 5 – Operational Services
Award Level	Level 5
Reports To	Parks Coordinator
Place of Employment	Council Depot, 25 – 51 Jones Street, Ayr

Position Objective

Be an enthusiastic, productive and reliable member of the Burdekin Shire Council Parks and Gardens Team. Assist the Parks Supervisor by organising and controlling labour, plant and materials to complete assigned tasks to a high standard with consideration to work health and safety standards and environmental requirements.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council’s operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Coordinate daily operations in assigned area of responsibility whilst maintaining prescribed standards detailed in the BSC Parks Maintenance Service Levels Manual.
- Supervise subordinate employees tasked with the maintenance of Council parks, gardens, public open spaces and cemeteries by undertaking general labouring and truck driving duties as directed by the Parks Coordinator or Supervisor.
- Ensure the efficient use of materials, plant and labour under their control.
- Use initiative in adapting to unplanned changes in work priorities
- Immediately report incidents, accidents, near misses or hazards via Council SkyTrust Safety Management System
- Participate in accident investigations and make recommendations on changes to work procedures.
- Ensure allocated plant, tools and equipment are used and maintained to manufacturers recommended operational safety standard and return or re-assign after use.

Position Requirements

Knowledge

- Sound knowledge of WHS obligations inferred by the WHS Act Queensland
- Sound knowledge of Council policies relevant to the work area.
- Understanding and appreciation of maintaining a customer focus in Council operations.
- Sound knowledge of landscaping, pest and weed management and control practices.
- Sound knowledge of mandated personal protective equipment requirements necessary to minimise risk of injury and illness.
- Duty to report incidents, accidents, near misses or hazards via SkyTrust.
- Sound knowledge and understanding of BSC Parks Maintenance Service Levels.
- Working knowledge in the safe operation and maintenance of small plant and machinery.

Skills

- Proven leadership skills to enhance teamwork and promote Council Values.
- Sound time management, work prioritisation and planning skills.
- Sound skills in conducting and documenting WHS risk assessments associated with works.
- Adequate literacy and numeracy skills to complete timesheets and participate in training.
- Demonstrated skills in the safe and proper use of small plant and equipment
- Sound proficiency in utilisation of a tablet, smartphone and other technologies adapted for the workplace.

Abilities

- Proven ability to make sound decisions based on previous experience and technical knowledge and accepting responsibility for those decisions.
- Ability to work with minimal or no supervision.
- Ability to supervise, motivate and develop employees.
- Physical ability necessary to undertake manual handling and labouring for extended period in direct sunlight if required.

Other Requirements

- On appointment, a satisfactory result from a pre-placement medical fitness examination for driver/operator (Truck, Plant, Labourer, medium to heavy lifting).
- May be required to work overtime and attend out-of-hours emergencies as requested by the Parks Supervisor.
- Immunisation record for Hepatitis A, Hepatitis B and Q Fever.

Experience and Qualifications

- MR class driver's licence.
- Traffic Management Implementation (RIIWH302E).
- Current First Aid Certificate.
- Operate and Maintain Chainsaws AHCMOM213 Qualification.
- General Construction Induction White Card and Certificate (CPCCWHS1001) Prepare to Work Safely in the Construction Industry.
- Authorised Person under the Electrical Safety Act Queensland.
- Agricultural Chemical Distribution Commercial Operators Licence.
- Certification in Playground Equipment Inspection 1 & 2.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry Award (Stream B) and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Characteristics of level 5

Employees perform work at the trade or equivalent level. This would generally involve the selection and application of appropriate skills to suit varying demands of the work. Supervision or direction of other employees would often be a feature of this level. The work would be performed under limited supervision.

Core Competencies

These competencies relate to Award Level 5 positions:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge.

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.

- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.

9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.