

BARCALDINE REGIONAL COUNCIL
POSITION DESCRIPTION

POSITION TITLE: Gardener, Cleaner and Pool Attendant

- 1. LOCATION BASE:** Muttaborra with Regional Work and Travel as required.
- 2. DIRECTION AND SUPERVISORY RESPONSIBILITY:**
 - 1) No supervisory responsibility;
 - 2) Work is performed under general supervision.
- 3. REPORTS AND PROFESSIONAL RELATIONSHIPS:**
 - 1) Directly to the Town Supervisor;
 - 2) May be required to take direction from the Senior Works Supervisor and District Manager;
 - 3) Interacts with all Council Departments including Chief Executive Officer (CEO), Deputy Chief Executive Officer (DCEO), Chief Engineer, Senior Works Supervisors, District Managers, Maintenance and Construction Supervisors, Senior Management and Support Staff; Other Stakeholders and Members of the Public.
- 4. INDUSTRIAL INSTRUMENTS:**
 - 1) Queensland Local Government Industry (Stream B) Award – 2017 - Division 2 - Section 5; and
 - 2) Barcaldine Regional Council Certified Agreement 2018.
- 5. AWARD EMPLOYMENT STATUS:**
 - 1) Full-Time Ongoing - subject to Council's capacity to Pay, Funding and Employee Performance.
- 6. CLASSIFICATION LEVEL:**
 - 1) Level 3 as defined in the Queensland Local Government Industry (Stream B) Award Division 2 - Section 5 - Schedule 1 (Classification - Operational Services).
- 7. MAJOR OUTCOMES AND RESPONSIBILITIES OF POSITION**

 - 1) Successfully maintain a strong customer focus and provide superior customer service to ensure all stakeholders receive satisfactory outcomes from their dealings with Council;
 - 2) Perform gardening maintenance tasks and duties to ensure that Council's parks and gardens are presented to a high standard including but not limited to;
 - a. Mowing, weeding, rubbish and litter removal, edging, and herbicide spraying;
 - b. Assist in the selection, ordering and planting of trees and plants;
 - c. Assist in the preparation and design of flower beds;
 - d. Monitor plant irrigation requirements and manage water use and application; and
 - e. Report regularly to the Town Supervisor and/or District Manager on the effectiveness and efficiency of gardening maintenance operations with the view to improve traditional work practices.
 - 3) Perform cleaning duties including but not limited to:

- a. Cleaning playground equipment, tables, chairs, pathways and Council facilities;
 - b. Scrubbing and sanitizing toilets, sinks, and kitchen fixtures;
 - c. Vacuuming, sweeping, and mopping floors of various types;
 - d. Dusting ceilings, light fittings, countertops;
 - e. Washing and drying windows.
 - f. Emptying rubbish bins;
 - g. Liaise with the Town Supervisor to ensure that you have sufficient cleaning products at all times;
 - h. Report any breakages that occur during the cleaning process; and
 - i. Inform the Town Supervisor of repairs that need to be done.
- 4) Perform Pool Attendant duties including but not limited to:
- a. Ensure the safety and well-being of patrons whilst in the swimming pool complex by ensuring that all rules and regulations are complied with;
 - b. Ensure safe, effective, efficient operation and utilisation of the facilities and resources available;
 - c. Maintain order and control of the pool users with particular attention to safety and proper use of facilities;
 - d. Administer first aid and resuscitation when necessary;
 - e. Ensure effective maintenance and cleaning of facilities;
 - f. Maintain current qualifications;
 - g. Install and remove pool equipment as required and as directed by the Town Supervisor and/or District Manager;
 - h. Report on any vandalism, plant breakdown or any maintenance requiring attention; and
 - i. Empty garbage bins and wash as required.
- 5) Effectively participate in road maintenance and/or construction work by performing roles including but not limited to;
- a. Traffic control, including placement of signs and barricades as required; and
 - b. Manual handling tasks such as lifting, digging, raking, shovelling and the use of powered tools.
- 6) As directed and if lawfully licensed, successfully operate and maintain any vehicle/plant in a safe and efficient manner in accordance with legislated Transport requirements, operators' handbook, and BRC workshop guidelines;
- a. Carry out daily inspections of plant and accurately complete fault sheets and incident reports if required;
 - b. Carry out normal maintenance checks to the standard as directed by the workshop supervisor;
 - c. Advise workshop supervisor of any faults and/or maintenance required;
 - d. Ensure that plant and tools are kept in good working order, kept clean and tidy and used correctly and in a competent manner; and
 - e. Complete accurate timesheets and plant sheets as required.
- 7) Cooperatively work in a team environment, exchange information, gather ideas and collaborate with all internal and external stakeholders as required, contributing positively towards successful Project delivery;
- 8) Successfully carry out obligations in regard to Council Policies and Procedures, Legislative requirements and compliance with Quality Assurance and Environmental management procedures;
- 9) Be aware of, comply with and be able to access, all statutory workplace safety

legislation and Barcaldine Regional Council WH&S Management System – BRC Safety Management System, WH&S policies and procedures;

- 10) Maintain sound knowledge and understanding of relevant legislation, Council's systems, programs, processes and procedures in order to effectively undertake the responsibilities of this position;
- 11) Promote safe working practices and maintain a safe work environment Successfully carry out other general laboring and construction and/or maintenance duties as may be necessary within skills, competencies and training.

8. SUPPORTING RESPONSIBILITIES

- 1) Provide support to other Districts as may be lawfully directed by the CEO within skills, competencies and training.
- 2) All employees must:
 - a. Observe all laws relating to their employment including but not limited to the ethics principles outlined in section 4 of the Public Sector Ethics Act 1994;
 - b. Conduct all duties in accordance with relevant statutory requirements, industry codes, practices and standards; and
 - c. Comply with Council's Employee Code of Conduct, Council plans, policies and procedures.

- 3) All employees must observe Section 13 of the Local Government Act 2009 as follows:

Section 13.2 Responsibilities of local government employees

All employees have the following responsibilities—

- (a) Implementing the policies and priorities of the local government in a way that promotes—
 - (i) the effective, efficient and economical management of public resources; and
 - (ii) excellence in service delivery; and
 - (iii) continual improvement;
- (b) carrying out their duties in a way that ensures the local government—
 - (i) discharges its responsibilities under this Act; and
 - (ii) complies with all laws that apply to local governments; and
 - (iii) achieves its corporate plan;
- (c) providing sound and impartial advice to the local government;
- (d) carrying out their duties impartially and with integrity;
- (e) ensuring the employee's personal conduct does not reflect adversely on the reputation of the local government;
- (f) improving all aspects of the employee's work performance;
- (g) observing all laws relating to their employment;
- (h) observing the ethics principles under the Public Sector Ethics Act 1994, section 4;
- (i) complying with a code of conduct under the Public Sector Ethics Act 1994.

9. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

Essential

The Appointee will hold relevant skills, licences, qualifications and experience related to this Position including:

- 1) A current lawful Queensland Construction Safety Induction Card (White/Blue Card) or equivalent;

- 2) A current QLD Class “C” Car Drivers Licence;
- 3) Current Working with Children – Positive Notice Blue Card;
- 4) Current Pool Lifeguard Certification;
- 5) Current CPR and First Aid Certificate (HLTAID001, HLTAID002 and HLTAID003);
- 6) Current Bronze Medallion Certificate; and
- 7) Minimum 2 years’ experience in a similar role.

Desirable

- 1) Pool Operations Certificate 3;
- 2) Safe Chemical Handling Certification;
- 3) Queensland Traffic Controller Licence or ability to gain;
- 4) Traffic Management Implementation Qualification or ability to gain; and
- 5) Previous recent experience in Local Government or with other government bodies desirable.

10. PHYSICAL REQUIREMENTS

Physical Demand Category

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> | Sedentary Work |
| <input type="checkbox"/> | Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs |
| <input type="checkbox"/> | Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs |
| <input checked="" type="checkbox"/> | Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs |

Audio Visual Demands

- | | |
|---|---|
| <input checked="" type="checkbox"/> Peripheral Vision | <input checked="" type="checkbox"/> Hearing |
|---|---|

Specific Actions Required

This job may include:

	Standing/Walking		Sitting		Driving
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input type="checkbox"/>	1-4 Hours	<input type="checkbox"/>	1-4 Hours	<input checked="" type="checkbox"/>	1-4 Hours
<input checked="" type="checkbox"/>	4-6 Hours	<input type="checkbox"/>	4-6 Hours	<input type="checkbox"/>	4-6 Hours
<input type="checkbox"/>	6-8 Hours	<input type="checkbox"/>	6-8 Hours	<input type="checkbox"/>	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

<input checked="" type="checkbox"/> Simple Grasping	<input type="checkbox"/> Fine Manipulation	<input checked="" type="checkbox"/> Pushing & Pulling
<input checked="" type="checkbox"/> Finger Dexterity	<input checked="" type="checkbox"/> Foot Movement	

This job will require the following:

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

11. SELECTION CRITERIA

Selection will be based on an Assessment of any Applicant's ability to demonstrate their successful past performance, or their perceived abilities to be able to successfully perform and deliver services, against the following: -

- 1) Demonstrated recent experience in a cleaning and/or gardening role;
- 2) Demonstrated recent experience as a pool attendant/ lifeguard and possesses the essential qualifications;
- 3) Demonstrated ability to work under limited supervision whilst exercising initiative, judgement and enthusiasm;
- 4) Demonstrated ability to cooperatively work in a team environment, contributing positively to team operations;
- 5) Demonstrated ability to provide quality customer service;
- 6) Demonstrated knowledge or ability to gain an understanding of Quality Assurance and Environmental procedures;
- 7) Demonstrated effective communication skills (written and verbal) and well developed interpersonal skills;
- 8) Demonstrated a good understanding of how to maintain a safe working environment, and commitment to Workplace Health and Safety policies and procedures.

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable.

Chief Executive Officers Certification

This position description is authorised by:

_____ Date 22/05/2020

Steven Boxall
Chief Executive Officer

Employee Name:

Signature:

Date: