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# Diamantina Shire Council

## POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

<b>1.0 TITLE:</b>	Pest & Compliance Officer
<b>2.0 AWARD:</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>3.0 SECTION:</b>	Operational Services
<b>4.0 CLASSIFICATION</b>	Level 5
<b>5.0 DEPARTMENT:</b>	Infrastructure
<b>6.0 BRANCH:</b>	Strategic Services
<b>7.0 LOCATION:</b>	Bedourie

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### 8.0 POSITION OBJECTIVE

To ensure council manages its obligations in controlling weeds, pests and animals across the shire and undertakes electrical tag/test in accordance with legislative requirements

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### 9.0 REQUIREMENTS OF THE POSITION

#### a) Skills/Capabilities

- Ability to operate an electrical test and tag machine or the ability to learn.
- Strong skills in all Microsoft Office based programs
- Ability to operate a GPS Locator in remote areas
- Ability to conduct pest management and weed spraying activities or the ability to learn
- Ability to work under limited supervision.
- Ability to work as a team member and contribute to team outcomes
- Willingness to learn.
- Ability to complete manual tasks.
- Ability to be flexible, reliable, honest and committed.

#### b) Knowledge

- Knowledge of or the ability to obtain an understanding of applicable local government policies and procedures including the Local Government Act 2009.
- Knowledge of or the ability to obtain an understanding of Council's Local Laws.
- Knowledge or the ability to obtain an understanding of the electrical test and tag requirements in accordance with AS/NZS 3760
- Knowledge or the ability to obtain an understanding of industry best practice pest and weed control.
- Quality Assurance and Workplace Health and Safety processes
- Council's policies and procedures or a demonstrated ability to learn

#### c) Experience and/or qualifications

- Current C class license
- White Construction Card
- Conduct In-service Safety Testing of electrical cord connected equipment certificate in accordance with AS/NZS 3760 - desirable
- Current General Pest Management License for pest control activity excluding timber pests or the ability to gain the license - desirable

- Current ACDC Weed Spraying units of competency AHCPMG301, AHCCHM307 and AHCCHM304 or equivalent or the ability to gain the qualifications – desirable
- Current AHCPM304 Use Firearms to humanely destroy animals - desirable
- Category A&B Firearms licence or the ability to gain.
- Current High Risk Forklift Licence.
- Current HLTAID003 Provide First Aid certificate

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## 10.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Conduct test tagging on electrical appliances in accordance with AS/NZS 3760 and maintain associated electrical equipment register.
- 2) Undertake herbicide spraying on roads, reserves and council controlled land in accordance with industry standards.
- 3) Undertake pesticide spraying at Council controlled buildings, structures and Council controlled land in accordance with industry standards.
- 4) Coordinate the management of all animal control policies and procedures in accordance with local laws and legislative requirements.
- 5) Assist with the management and maintenance of town common area.
- 6) Provide data on location of feral animals and pest plants including type and name of species sighted, number of species sited, condition or status of species, GPS location, any action taken, photographs and additional comments in accordance with Desert Channels Service Agreement.
- 7) Provide work progress reports to the Supervisor.
- 8) Communicate, solve and discuss work problems with other team members the Supervisor.
- 9) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 10) Ensure that Councils Quality Assurance Program is adhered to.
- 11) Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- 12) Perform other Council work as directed

### Workplace Health and Safety Responsibilities

- 13) Maintaining awareness of Council's WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
- 14) Performing all work and associated functions in a safe manner.
- 15) Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by Council or its officers.
- 16) Correctly using and maintaining in good condition all personal protective clothing and equipment supplied by Council.
- 17) Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WH&S procedures.
- 18) Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
- 19) Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- 20) Attending any toolbox, team talks or specific training supplied by Council.
- 21) Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- 22) Working in a manner that will not endanger yourself, other employees or the public.
- 23) Report any concerns for WH&S to your Supervisor.

**Note:** An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

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## 11.0 KEY SELECTION CRITERIA

- 1) Demonstrated experience in pest and weed identification and control and/or ability to learn.
- 2) Experience and knowledge in the handling of stock and maintenance of fencing and water points.
- 3) Sound level of computer skills, including working knowledge of the MS Office Suite.
- 4) Strong communication skills and ability to deal with the public.
- 5) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 6) Ability to work under limited supervision whilst exercising initiative, judgement and enthusiasm.
- 7) Demonstrated commitment to Workplace Health and Safety policies and procedures.
- 8) Current Queensland 'C' Class Drivers License.
- 9) In-service Safety Testing of electrical cord connected equipment certificate or ability to obtain.
- 10) Pest control activity excluding timber pests license or ability to obtain
- 11) ACDC weed spraying units of competency certificate or ability to obtain
- 12) HLTAID006 Provide Advanced First Aid would be highly desirable or ability to obtain

**Note:** As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

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## 12.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Strategic Services Coordinator

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

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## 13.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

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## 14.0 APPROVALS

**Reviewed By:** Trevor Stewart  
Infrastructure Manager

**Approved by:** Leon Love  
Chief Executive Officer

**Signed:**



**Date:** 02/05/2019

I, **[name]** have read and understood this Position Description Pest and Compliance Officer and accept the objectives and responsibilities of this position.

**Applicant signature:** \_\_\_\_\_

**Date:**            \_\_\_/\_\_\_/\_\_\_