

Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Bedourie Town Supervisor
2.0 AWARD:	Queensland Local Government Industry (Stream A) Award - State 2017
3.0 SECTION:	Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils)
4.0 DESCRIPTOR	Supervisory
5.0 CLASSIFICATION:	Level 5
6.0 DEPARTMENT:	Infrastructure
7.0 BRANCH:	Facilities and Town Services Manager
8.0 LOCATION:	Bedourie

9.0 POSITION OBJECTIVE

To effectively and efficiently coordinate the operations and responsibilities of the Town Services team.

10.0 REQUIREMENTS OF THE JOB

a) Skills/Capabilities

- Demonstrated skills in landscaping, and garden maintenance.
- Demonstrated ability to analyse and diagnose maintenance issues and solve in a timely and efficient manner.
- Demonstrated ability to read and interpret survey plans, landscaping plans etc.
- Proven time management and organisational skills in a high pressure, target driven environment.
- Well-developed written and interpersonal communication skills, including formal report writing, negotiation, conflict resolution and consultation.
- High levels of analytical and problem solving skills to resolve complex issues.
- Demonstrated ability to lead, manage and supervise a work team, motivate staff and monitor processes and outcomes in a customer service environment.
- Ability to operate and service plant and equipment utilised in landscaping and garden maintenance such as mowers, brush cutters etc.

b) Knowledge

- Comprehensive knowledge of the statutory requirements relevant to animal control and aerodrome operation.
- Sound knowledge of landscaping and horticulture applicable for an arid region.
- Sound knowledge of use and maintenance of small plant such as mowers, brush cutters, chainsaw, motor vehicle, light plant and equipment and capable of carrying out routine maintenance activities. Ability to operate and instruct others in the safe operation of the relevant plant and equipment.
- Knowledge of or the ability to obtain an understanding of applicable local government policies and procedures including the Local Government Act 2009.
- Basic knowledge of the budget and review process including job costing.
- Sound knowledge of Microsoft Office suite of programs.
- Sound knowledge of irrigation system installation, operation and repair
- Sound knowledge of Workplace Health and Safety processes

c) Experience and/or qualifications

- Minimum 5 years' previous experience in parks and gardens.
- Demonstrated experience in a supervisory role
- Experience in the use and maintenance of plant and machinery
- Current Queensland Manual MR class licence or ability to obtain
- Work safety in construction industry – CPCCOHS1001A (White Card)
- Traffic Controller Level 1
- Firearms Licence or ability to obtain
- Blue Card (Working with Children)
- Desirable; Competencies in Skid Steer would be
- Desirable; Formal qualifications in horticulture/landscaping would be.
- Desirable; Aviation Security Identification Card or willingness to obtain
- Desirable; Forklift High Risk Licence
- Desirable; Airport Reporting Officer
- Desirable; Traffic Controller Level 1 Licence

11.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Coordinate and undertake maintenance and construction work in accordance with industry standards including:
 - Plant and tree maintenance;
 - Grounds maintenance;
 - Installation and maintenance of watering systems;
 - Turf care;
 - Weed control;
 - Mowing operations;
 - Manage waste and landfill site;
- 2) Prepare planned maintenance schedules, set the priorities and monitor the workflows to ensure the maintenance and cleaning of council facilities are completed in a safe, efficient, effective and workmanlike manner.
- 3) Assist in the preparation and monitoring of the town services budgets.
- 4) Supervise the provision of waste services in the town including kerb side collection and tip maintenance.
- 5) Carry out Airport Reporting Officer duties in accordance with CASA requirements and ensure maintenance issues are dealt with in a timely and efficient manner.
- 6) Coordinate the implementation of all animal control policies and procedures in accordance with legislative requirements.
- 7) Undertake routine inspection and maintenance of reticulated water and waste infrastructure to ensure its continuous operation.
- 8) Motivate staff and monitor processes and outcomes ensuring great customer service.
- 9) Participate in Councils staff performance management processes.
- 10) Provide technical advice and reports to management on matters relating to this position.
- 11) Ensure administration tasks are completed and records are maintained as required in accordance with Council's policies.
- 12) Be available for on-call duties.
- 13) Provide excellent customer service to external customers and internal customers within Council.
- 14) Effectively lead the parks and gardens team and be a cooperative member of Council's workforce.
- 15) Ensure that Councils Workplace Bullying and Harassment Policy, Workplace Health and Safety Policy is upheld and all operations are carried out in accordance with this policy
- 16) Perform other Council work as directed

Workplace Health and Safety Responsibilities

- 1) Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

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.

12.0 KEY SELECTION CRITERIA

- 1) Demonstrated experience and technical knowledge in horticulture and landscaping techniques.
- 2) Demonstrated ability in the use and maintain small plant such as mowers, brush cutters etc and operation of a Skid Steer.
- 3) Demonstrated problem solving skills, with the ability to solve both routine and complex problems.
- 4) Good leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce and achieve great customer service.
- 5) Sound oral and written communication skills with the ability to prepare succinct reports.
- 6) Proven time management, organisational, conflict resolution and negotiation skills to ensure timely delivery of outcomes.
- 7) Sound level of computer skills, including working knowledge of the MS Office Suite.
- 8) Demonstrated understanding of and commitment to WHS principles and practices.
- 9) Current Queensland MR class driver's licence.
- 10) Knowledge and experience in the operation of a regulated airport including Airport Reporting Officer duties

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.

13.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK						
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>
WORK ENVIRONMENT						
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE
Chemicals	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION			
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs			
SPECIFIC ACTIONS REQUIRED			AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:						
Standing/Walking	Sitting	Driving	Hearing		<input type="checkbox"/>	Foot Movement
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception		<input type="checkbox"/>	Fine Manipulation
<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	Colour Discrimination		<input type="checkbox"/>	Pushing/Pulling
<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision		<input type="checkbox"/>	Finger Dexterity
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs				Simple Grasping
<input checked="" type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				<input checked="" type="checkbox"/>

I declare that I am physically capable of undertaking the duties as outlined in this position description.

Signed:

Date: / /

Print name:

1. ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Facilities and Town Services Manager

Internal Liaisons: All Council Departments

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

2. EXTENT OF AUTHORITY

As per Council's Delegation Register

3. APPROVALS

Approved by: Director of Infrastructure

Signed: Date: / /

I have read and understood this Position Description – Town Supervisor and accept the objectives and responsibilities of this position.

Signed: Date: / /

Print name: