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# Diamantina Shire Council

## POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

<b>1.0 TITLE:</b>	Town Services Officer
<b>2.0 AWARD:</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>3.0 SECTION:</b>	Infrastructure
<b>4.0 CLASSIFICATION:</b>	Level 2
<b>5.0 DEPARTMENT:</b>	Infrastructure
<b>6.0 BRANCH:</b>	Town Services
<b>7.0 LOCATION:</b>	Birdsville

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### 8.0 POSITION OBJECTIVE

To ensure that all labouring, housekeeping and cleaning tasks assigned are completed efficiently and to a high standard.

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### 9.0 REQUIREMENTS OF THE JOB

#### a) Skills/Capabilities

- 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

##### *Sound knowledge of –*

- Manual handling procedures
- Quality Assurance and Workplace Health and Safety processes
- Council's work operations, policies and procedures or a demonstrated ability to learn

#### c) Experience and/or qualifications

- Current Queensland C Class Drivers Licence or ability to obtain
- White Construction Card may be required

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### 10.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Carry out labouring and cleaning tasks indoors and outdoors as directed by the Supervisor.
- 2) Housekeeping duties (if allocated to the Birdsville Tourist Park or Birdsville Lodge) including:
  - dusting and polishing furniture and fixtures;
  - cleaning and sanitizing toilets, showers/bathtubs, countertops, and sinks;
  - maintaining a clean and sanitary kitchen area;
  - making beds and changing linens;
  - washing windows;
  - laundering linen; and
  - vacuuming and cleaning carpets and rugs.
- 3) Operate plant and equipment as directed by the Supervisor.
- 4) Ensure you report any maintenance needs of plant & equipment to the supervisor, if working incorrectly.
- 5) Provide work progress reports to the Supervisor.
- 6) Communicate, solve and discuss work problems with other team members the Supervisor.

- 7) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 8) Ensure that Councils Quality Assurance Program is adhered.
- 9) Ensure that Councils Workplace Health and Safety Policy is upheld and all operations are carried out in accordance with this policy.
- 10) Perform other Council work within your capabilities as directed.

### Quality Management

- 11) Ensure obligations and responsibilities are met within Council's quality management framework.

### 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.

## 11.0 KEY SELECTION CRITERIA

- 1) Ability to operate plant equipment and machinery or willingness to learn.
- 2) Physically capable of performing manual labour.
- 3) Understanding of effective and hygienic cleaning procedures and use of chemicals.
- 4) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 5) Ability to work under direct supervision whilst exercising initiative, judgement and enthusiasm.
- 6) Demonstrated commitment to OH&S.
- 7) Current Queensland 'C' Class Drivers Licence.
- 8) Demonstrated Housekeeping experience.
- 9) Current White Card (Construction)

**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.

## 12.0 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"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>

<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input checked="" type="checkbox"/>
<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"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

### 13.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Town Supervisor - Birdsville

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.

### 14.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

Approved by:

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Director of Infrastructure

I, [Name] have read and understood this Position Description – Town Services Officer and accept the objectives and responsibilities of this position.

**Applicant:** .....

**Date:** ...../...../.....