
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

- 1.0 **TITLE:** Town Services Officer
- 2.0 **AWARD:** Queensland Local Government Industry (Stream B) Award – State 2017
- 3.0 **SECTION:** 5 - Operational Services
- 4.0 **CLASSIFICATION:** Level 2
- 5.0 **DEPARTMENT:** Infrastructure
- 6.0 **BRANCH:** Town Services
- 7.0 **LOCATION:** Birdsville
-

8.0 POSITION OBJECTIVE

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

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 use a variety of plant and equipment including lawn mower and whipper snipper.
- 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 LR Class driver's licence
 - Current C Class Manual driver's licence
 - White Construction Card
-

10.0 KEY RESPONSIBILITIES OF THE POSITION

a) **Town Services Officer**

- General duties including, but not limited to, mowing, whipper snipping, hedging, pruning, weeding, herbiciding, collection of litter, mulching and planting of new trees and shrubs as directed.
- Installation and maintenance of irrigation and sprinkler systems, and the reporting and resolving faults.
- Operation of plant and equipment as required for the maintenance of all streetscapes and recreational open spaces and to undertake daily maintenance and minor repairs as required
- Carry out programmed works and reactive maintenance and improvement of all recreational areas.
- Carry out RMPC works on behalf of Council, including but not limited to, cleaning of public facilities and emptying roadside bins.
- Carry out cleaning of public facilities, as required.

- Assist in duties associated with the Birdsville Swimming Pool, as required.
 - Assist in duties associated with setting and packing up of community events.
 - Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisors
- b) Workplace Health and Safety**
- Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time
- c) Quality Management**
- Ensure obligations and responsibilities are met within Council's quality management framework
- d) Risk Management**
- Comply with Council's Risk Management Policy and Framework
 - Positively contributing to Council's risk management culture
 - Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework
 - Support the integration of risk management into all aspects of their activities and functions
 - Undertake and participate in risk management training as required
 - Make risk control and prevention a priority when undertaking tasks
 - Ensure that risks are identified, managed and controlled appropriately within role; and
 - Monitor and report on risks or risk treatments in accordance with Council's Risk Management Framework

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) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 4) Ability to work under direct supervision whilst exercising initiative, judgement and enthusiasm.
- 5) Demonstrated commitment to OH&S.
- 6) Current Queensland 'LR' Class drivers licence.

Mandatory Experience/Qualifications

- Current Queensland 'C' Class manual driver's licence
- General Construction Induction card;

Desirable Experience/Qualifications

- Experience in horticulture maintenance duties;
- Cert III in Horticulture or equivalent experience;
- Senior First Aid;
- Control Traffic with a Stop Slow Bat;
- Traffic Management Implementation;
- Operate and Maintain Chainsaws competency;
- Chemical Handling competency (Prepare & Apply chemicals; Transport & Store Chemicals; Control Weeds).
- Current "MR" Class Drivers Licence;

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

SEDDENTARY 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 checked="" type="checkbox"/>			
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input 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 checked="" type="checkbox"/> YES	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input checked="" type="checkbox"/>	<input 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 checked="" 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 type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision	<input checked="" 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				

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

Signed:

Date: / /

Print name:

13.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Town Supervisor

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

15.0 APPROVALS

Approved by: Bob Stephen
Director of Infrastructure Services

Signed: 

Date: 27 / 01 / 2024

APPLICANT:

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

Signed:

Date: / /

Print name:
