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# Diamantina Shire Council

## POSITION DESCRIPTION

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

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### 8.0 POSITION OBJECTIVE

To ensure that construction and maintenance of town parks, gardens and facilities are completed efficiently and to a high standard.

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### 9.0 REQUIREMENTS OF THE JOB

#### a) Skills/Capabilities

- Ability to assign work to staff and monitor staff performance
- Good communication skills (written and oral)
- Ability to interpret plans and follow instructions
- Good customer service skills and personal presentation
- Ability to manage a variety of complex tasks concurrently
- Ability to work as a team member and contribute to team outcomes
- Ability to operate a variety of equipment including chainsaw, light plant and capable of carrying out routine maintenance.
- Ability to be flexible, reliable, honest and committed.

#### b) Knowledge

##### **Sound knowledge of –**

- The application of relevant acts and local laws to various local government services such as animal control.
- Town services provided by Council including cleaning, and rubbish collection.
- Pool filtration, cleaning, water testing and general pool maintenance.
- Irrigation, pumps and sprinkler systems and their operation and maintenance.
- Horticultural practices and techniques.
- Workplace Health and Safety processes
- Water testing and recording or an ability to learn
- EPA requirements for Waste management or an ability to learn
- Council's work operations, policies and procedures or a demonstrated ability to learn
- Local Government Policies and Procedures

#### c) Experience and/or qualifications

- Significant experience in a similar role is essential
- Certificate or qualification in Horticulture or similar
- Competencies in Forklift and skid steer loader
- MR Truck licence, HR desirable
- Current C class license

- White Construction Card

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## 10.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Supervise work and evaluate skills carried out by staff within your team and provide reports to the Town Supervisor on staff performance.
- 2) Contribute to the monitoring of costs to assist in ensuring that operations are undertaken within budgets.
- 3) Carry out Town services tasks as directed by the Town Supervisor including landscaping and garden maintenance, garbage collection, cleaning, and animal control.
- 4) Ensure all plant and equipment are maintained in accordance with Council requirements.
- 5) Provide work progress reports to the Town Supervisor and assist in the preparation of works plans and budgets.
- 6) Evaluate the skills of staff in the work gangs under your control and encourage them to participate in training activities to improve their skills
- 7) Communicate, solve and discuss work problems with other gangers and the Town Supervisor.
- 8) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 9) Ensure compliance with Councils Drinking Water Quality Management Plan (DWQMP) by assisting Supervisor with testing and recording requirements
- 10) Ensure EPA compliance by assisting the Town Supervisor with the management of the Bedourie Waste Disposal site
- 11) Ensure that Councils Workplace Health and Safety Policy is upheld and all operations are carried out in accordance with this policy
- 12) 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.

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## 11.0 KEY SELECTION CRITERIA

- 12) Trade qualification in horticulture is preferred.
- 13) Experience and technical knowledge in horticulture and maintenance techniques.
- 14) Demonstrated ability to operate plant equipment and machinery.
- 15) Physically capable of performing manual labour.
- 16) Demonstrated ability to manage multiple tasks and to implement time management principles to prioritise work and meet deadlines.
- 17) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 18) Demonstrated ability to work under pressure and with limited supervision whilst exercising initiative, judgement and enthusiasm.
- 19) Demonstrated commitment to OH&S.
- 20) Current Queensland 'C' 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. 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 checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Fumes/gases	<input checked="" type="checkbox"/> YES	<input 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 checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION						
Noises	<input checked="" type="checkbox"/> YES	<input 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 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 checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

### 12.0 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.

### 13.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

**Reviewed By:** Trevor Stewart  
Infrastructure Manager

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

**Date:**

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

**Applicant:** .....

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