

POSITION DESCRIPTION

Position Title:	Labourer Open Spaces and Facilities (PN 5484)		
Position Type:	Permanent Full-time		
Department:	Infrastructure Delivery		
Date Approved:	May 2025		
Hours per week:	38	Award Classification:	Band 1, Level 3
FTE	1	Salary Classification	Grade 2

Position Purpose

Ensuring Councils open space facilities including parks, playgrounds, sports field, cemeteries, and public domain areas are well maintained in line with Council's key performance indicators. Reporting to the Team Leader Villages.

This position will also support civic maintenance and cemetery staff as required.

Key Accountabilities

- Perform general horticultural duties including mowing, whipper snipping, and edging of turfed areas, tree planting, pruning and maintenance, line marking of playing fields, construction of minor landscaping works, litter collection, general maintenance of garden beds and mulching.
- Performing minor repairs to park equipment, street furniture and playgrounds and painting.
- Provide sound, timely and accurate advice and reporting where appropriate to the Tradesman, Team Leader or Coordinator Civic Services.
- Comply with Council policies and relevant Australian Standards.
- Provide high levels and timely customer service including responding to e-mails.
- Rotate across teams as required.
- Actively participating in team and toolbox meetings
- Perform other duties within your skill, ability and competency level as reasonably requested by Council from time to time.

Core Competencies (Knowledge Skills and Experience)

Mandatory Qualifications

- Current Class C Drivers Licence
- General Construction Induction Card

Desirable Qualifications

- Certificate III in Horticulture or a relevant equivalent qualification (e.g. Parks and Gardens, Conservation and Ecosystem Management)
- Medium Rigid Licence
- High Risk Work Licence: Dogging
- Traffic Controller (TCR) and Implement Traffic Control Plans (IMP)
- UET - Working safely near live electrical apparatus as a non-electrical worker

POSITION DESCRIPTION

- AQF3 - Chemical Accreditation
- FWP - Trim trees using a pole saw
- AHC - Operate and maintain chainsaws
- FWP - Trim and cut felled trees
- Cemetery safety training
- AHC - Operate commercial lawnmowers
- FWP - Operate a mobile chipper/mulcher
- AHC - Conduct Visual Inspection of Park Facilities
- AHC - Conduct Operational Inspection of Park Facilities

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Experience in horticulture & landscaping
- Recent experience in cleaning, civic maintenance, and open space maintenance activities
- Demonstrated understanding of operation and maintenance of mowers, whipper snippers and other relevant equipment
- General handyperson skills and the ability to use a range of hand and power tools
- Excellent verbal and written communication
- Organised and able to meet deadlines
- Proven ability to be an active and effective member of a Team
- Demonstrated high-level customer service focus

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none">• We approach our work with enthusiasm and drive to make a difference• We inspire others with our thirst for excellence• We take pride in the customer service we deliver
Integrity	<ul style="list-style-type: none">• We act ethically and honestly and work to build the trust and confidence of the community and staff• We act with pride and respect while being loyal and accountable
Innovation	<ul style="list-style-type: none">• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions• We promote and deliver change in the way we work
Communication	<ul style="list-style-type: none">• We ensure open communication for all• We openly and proactively listen and provide information
Respect	<ul style="list-style-type: none">• We consider workmates, community, the workplace and environment• We treat people as we would like to be treated
Collaboration	<ul style="list-style-type: none">• We seek what is best for the team, not what is best for the individual• We work together to achieve a shared vision• We are connected with and care for each other• We encourage and pay attention to those around us

Supervision Received

This role reports to the Tradesperson Villages Maintenance.

Supervision Exercised


The following roles report to the Labourer Civic Services

- NIL

Position Description Endorsement


Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	Learning and Development Officer
Date:	May 2025

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	People and Culture Advisor
Date:	May 2025

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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