

## POSITION DESCRIPTION

<b>Position Title:</b>	Multi-Skilled Labourer	<b>Directorate:</b>	Infrastructure & Works
<b>Position Number:</b>	100983	<b>Department:</b>	Works Centre
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Operations & Maintenance
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Works Centre
<b>Classification:</b>	Schedule B, Salary Point 4		
<b>Reports to:</b>	Vegetation Control Coordinator		

### PRIMARY PURPOSE:

The role of the Multi-Skilled Labourer is to undertake vegetation control works effectively and efficiently within the Municipality that meets with legislation, industry standards and GCC's annual renewal and upgrade plans.

### KEY RESPONSIBILITIES/ACCOUNTABILITIES:

RESPONSIBILITIES/ACCOUNTABILITIES	DUTIES
Technical	<ul style="list-style-type: none"> <li>Assist in delivering and maintaining schedule and ad-hoc works to deliver activities including but not limited to: weeding, spraying, hedge trimming, mowing, brush cutting service.</li> <li>Operate machinery and small plant including (brush cutters, mowers, hedge trimmers, chainsaws etc) in accordance with the relevant acts, legislation and guidelines to deliver works in accordance with works program.</li> <li>Provide competent traffic management associated with the control and direction of vehicular traffic through and around work sites. Including install/remove and record signage for works carried out in road reserves in accordance with recommended standards.</li> <li>Support the maintenance of council spaces by assisting with the removal of rubbish, green waste, and other debris from parks, reserves, and natural areas</li> <li>Direct customers/community concerns raised at worksite to the appropriate persons (ie Customer Service or Manager)</li> </ul>
Team Work	<ul style="list-style-type: none"> <li>Collaborate with council staff and proactively share knowledge to help build and maintain skills and capability across the team.</li> <li>Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>Provide on-the-ground support to Operations and Maintenance teams to assist with the completion of scheduled activities.</li> <li>Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> </ul>

	<ul style="list-style-type: none"> <li>• Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>• Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>• Take ownership and responsibility for delivering activities that benefit the community and align with council goals. Take responsibility to deliver activities for our community</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Represent the Council professionally and promote a positive image in all interactions with internal and external stakeholders.</li> <li>• Identify and share opportunities for innovation and continuous improvement in vegetation control services.</li> <li>• Maintain up-to-date knowledge and expertise in relevant fields, including best practices and changes in legislative requirements.</li> <li>• Contribute to the achievement of personal Performance Plan objectives and actively engage in professional development and training opportunities.</li> <li>• Take ownership of individual work priorities and ensure tasks are delivered with accountability and diligence.</li> <li>• Complete all assigned work to the required standard, on time, and within allocated budgets.</li> <li>• Promote and support a diverse and inclusive workplace that prioritizes the safety and wellbeing of children, young people, employees, and the wider community.</li> </ul>
<b>Safety &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Undertake all activities in accordance with GCC's code of conduct, values, policies, procedures, and relevant legislation.</li> <li>• Assist in the delivery of daily team operations, including acting as the on-site first aid contact, leading toolbox discussions, and allocating work tasks.</li> <li>• Operate equipment safely and efficiently in line with Safe Operating Procedures (SOPs) and Safe Work Method Statements (SWMS) to ensure duties are completed to the required standard.</li> <li>• Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements; report non-conformances and implement corrective actions as needed.</li> <li>• Complete required documentation such as Pre-Start Hazard Identification Checklists, facility and site inspections, and Incident/Hazard Reports.</li> <li>• Maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> <li>• Assist in the investigation of incidents and accidents, contributing to root cause analysis and recommendations.</li> </ul>

- Interpret and apply information from construction plans, design specifications, and Material Safety Data Sheets (MSDS) to ensure work is performed accurately and safely.

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional activities within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

#### **SPECIALIST DELEGATIONS:**

- Nil

#### **LICENSES/ACCREDITATIONS/QUALIFICATIONS – ESSENTIAL:**

- Medium Rigid Truck “MR” Class license (or ability to acquire within 3 months)
- White Card
- National Police Check (is required for all GCC positions)

#### **LICENSES/ACCREDITATIONS/QUALIFICATIONS – DESIRABLE**

- Traffic Management Accreditation (RIIWH5205E Control traffic with a stop-slow bat, and RIIWH5302E Implement traffic managements plans)
- Chemcert accreditation
- Chainsaw Accreditation
- First Aid Certificate

#### **Skills & Experience:**

1. Demonstrated experience in vegetation management, including weeding, spraying, hedge trimming, mowing, brush cutting
2. Experience in the use of machinery and plant including chainsaws, hedge trimmers, brush cutters etc.
3. A well-developed understanding and knowledge of Workplace Health and Safety.
4. Physically fit and proven ability to work in all weather conditions and terrains.
5. Ability to work well within a team environment and to adapt to a changing environment.

#### **ORGANISATIONAL REPORTING RELATIONSHIPS:**

##### **1. Internal:**

The role reports to the **Team Leader** and **Vegetation Control Coordinator** for all operational and management matters.

The role is a key contributor to the maintaining of council public spaces and will assist in the implementation of council’s vegetation control schedules as required. They will also liaise with other employees of Council.

##### **2. External:**

The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

## OUR VALUES:

### We respect each other

We respect the skills, knowledge and diversity of our team mates  
Everyone is heard and is valued  
We care for the well-being and safety of each other  
We check in on each other without being prompted  
Listening and being listened to matters

### We are trusted

I've got your back and you've got mine  
We do what we say we will  
We are empowered  
Have honest and open conversations  
We are trusting and trustworthy  
We learn from our mistakes and share what we learn

### Together we are better

Robust and thoughtful decision making together  
Solving important problems together  
We reach out to others and across teams for help  
We collaborate more and handball less  
Share our skills and knowledge

### We deliver

We serve and stand up for our community  
We knuckle down and focus on what matters  
We are courageous and determined to find a way  
We seek opportunities to continually improve outcomes and then we act on them

## OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

## AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	