

## POSITION DESCRIPTION

<b>Position Title:</b>	Multi Skilled Labourer - Urban Services	<b>Directorate:</b>	Infrastructure & Development
<b>Position Number:</b>	100956, 100984 & 100960	<b>Department:</b>	Works Centre
<b>Employment Status:</b>	Full-Time	<b>Section:</b>	Urban Services
<b>Employment Type:</b>	Permanent	<b>Location:</b>	Works Centre
<b>Classification:</b>	Schedule B, Salary Point 4		
<b>Reports to:</b>	Urban Services Coordinator		

### PRIMARY PURPOSE:

The primary function of this role is to undertake vegetation control, plant operation and maintenance works effectively and efficiently within the Municipality that meets with legislation, industry standards and GCC's annual renewal and upgrade plans.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The **Multi skilled Labourer - Urban Services** reports to the **Urban Service Coordinator** on all operational and management matters.
- The role is a key contributor to the **Urban services and Operations and Maintenance Team** and will liaise with employees of the Council.
- The Multi skilled Labourer – Urban Services assists with the development and delivery of works schedules and projects and provides on ground support to Operations and Maintenance team members.

#### 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.

## KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Leadership	<ul style="list-style-type: none"> <li>• Assist in delivering the daily operations of the Urban Services Team including toolbox discussions, allocation of work task and providing direction.</li> <li>• Undertake the activities of the Urban Services Team in accordance with GCC's practices, procedures, and relevant legislation, including mowing, vegetation control and asset maintenance.</li> <li>• Observe, lead and practice WHS practices in the workplace.</li> <li>• Resolve problems that relate to immediate work tasks.</li> </ul>
Works Operations	<ul style="list-style-type: none"> <li>• Undertake duties associated with vegetation control and general maintenance.</li> <li>• Correctly and efficiently operate and maintain plant, equipment and tools including personal protective equipment.</li> <li>• The ability to read, analyse, and interpret detailed construction plans, design specifications and material safety data sheets (MSDS).</li> <li>• Assist in the development and delivery of projects, by providing information and feedback and organising logistical requirements as needed.</li> <li>• Ensure regular servicing requirements of plant and equipment are met ensuring all faults and problems are reported.</li> <li>• Ensure competent traffic management associated with the control and direction of vehicular traffic through and around work sites. Install/remove and record signage for works carried out in road reserves in accordance with recommended standards.</li> </ul>
Plant/Vehicle Operations	<ul style="list-style-type: none"> <li>• Must hold a minimum of full "MR" driver's licence.</li> </ul>
Communication Skills	<ul style="list-style-type: none"> <li>• Skills sufficient to write detailed correspondence or standard reports that document facts, for example, risk assessments, incident, and insurance report forms.</li> <li>• Assists in the investigation of incidents.</li> <li>• Requires the ability to inform, influence, gain cooperation from, persuade, and motivate others to a particular point of view to have effect for the medium term.</li> <li>• Courtesy and politeness and the ability to exchange information of a more complex or detailed nature, to give explanations and gather information; to speak and present detailed, information effectively to Coordinators, Managers and before customers, the general public, or other employees.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must have good oral communication skills and be able to deal with the general public and other Council customers in an effective and efficient manner.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Promote the positive image of Council as a whole.</li> <li>• Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>• Engage, listen to and act where appropriate on feedback from our customers.</li> <li>• Implement, evaluate, and continuously improve quality systems and processes for the section.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Assist in the achievement of agreed outcomes consistent with department business plans and budgets.</li> <li>• Undertake a collaborative role in, managing and meeting agreed budget allocations.</li> <li>• Perform any other duties as directed.</li> <li>• Complete required record keeping such as, but not exclusive to, Prestart Hazard Identification, Facility and site inspections, and Incident/Hazard Reports.</li> <li>• Completing timesheets and other associated paperwork</li> <li>• Effective management of time and resources to meet agreed service levels.</li> <li>• Provide support and mentoring for GCC and hosted trainees and apprentices within the Infrastructure and Works Directory.</li> <li>• Encourage team cohesion with Apprentices/Trainees, provide opportunities for regular “catchup” and information sessions.</li> </ul>
<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support and adhere to Council’s policies and procedures, code of conduct and relevant acts.</li> <li>• The incumbent is required to commit to use Council’s electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment</li> </ul>

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

Employees may be required to undertake additional duties 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:**

- Full “MR” Class license
- White Card
- Traffic Management Accreditation

**KEY SELECTION CRITERIA:**

1. Demonstrated experience in amenity horticulture and amenity cleaning.
2. Current full "MR" Class license, White Card, Traffic Management accreditation with current experience
3. A well-developed understanding and knowledge of Workplace Health and Safety, experience with following Safe Operating Procedures (SOPS).
4. Ability to work well within a team environment and to adapt to a changing environment.
5. Physically fit and proven ability to work in an environment with uneven terrain in all weather conditions.
6. Sound literacy, communication and interpersonal skills coupled with efficient time management skills.

**AUTHORISATION:**

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

<b>Manager Name:</b>			
<b>Manager Signature:</b>		<b>Date:</b>	
<b>Director Name:</b>			
<b>Director Signature:</b>		<b>Date:</b>	

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

<b>Employee Name:</b>			
<b>Employee Signature:</b>		<b>Date:</b>	