

# POSITION DESCRIPTION

<b>Position Title:</b>	Multi-Skilled Labourer – Vegetation Control	<b>Directorate:</b>	Infrastructure & Works
<b>Position Number:</b>	100983 & 100994	<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 primary function of this role 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.

## ORGANISATIONAL REPORTING RELATIONSHIPS:

### 1. Internal:

- The **Multi-Skilled Labourer** reports to the **Vegetation Control Coordinator** for all operational and management matters.
- The role is a key contributor to the **Operations and Maintenance Team** and will liaise with 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.

## KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Works Operations	<ul style="list-style-type: none"> <li>• To operate/ equipment efficiently and safely adhering to Safe Operating Procedures (SOPS) and Safe Work Method Statements (SWMS) to ensure satisfactory completion of assigned duties.</li> <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>• Using appropriate methods, collect and remove rubbish and ensure work sites are clear to commence construction works.</li> <li>• The ability to read, analyse, and interpret detailed construction plans, design specifications and material safety data sheets (MSDS).</li> <li>• Ensure regular servicing requirements of plant and equipment are met ensuring all faults and problems are reported.</li> <li>• Provide 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>
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 other employees to complete required correspondence and ensures correct completion. 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 a number of customers, the general public, or other employees.</li> <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>
Customer Service	<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> </ul>

	<ul style="list-style-type: none"> <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>Perform any other duties as directed</li> <li>Complete required record keeping such as 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> </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>
<b>Plant/Vehicle Operations</b>	<ul style="list-style-type: none"> <li>Competent operation of rigid motor vehicle with GVM up to 15 tonnes</li> <li>Competent operation of small plant and equipment including compactors, rollers, etc.</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:**

- Medium Rigid Truck "MR" Class license
- White Card
- Traffic Management Accreditation

**KEY SELECTION CRITERIA:**

- Certificate III in Horticulture and/or experience in vegetation control or a relevant horticultural field. It is desirable that the applicant have experience with operating small plant (brush cutters, mowers etc.).
- Current Medium Rigid Truck "MR" Class license, White Card, Traffic Management accreditation with current experience
- A well-developed understanding and knowledge of Workplace Health and Safety, experience with following Safe Operating Procedures (SOPS).
- Ability to work well within a team environment and to adapt to a changing environment.
- Physically fit and proven ability to work in an environment with uneven terrain in all weather conditions.
- 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>	