

POSITION DESCRIPTION

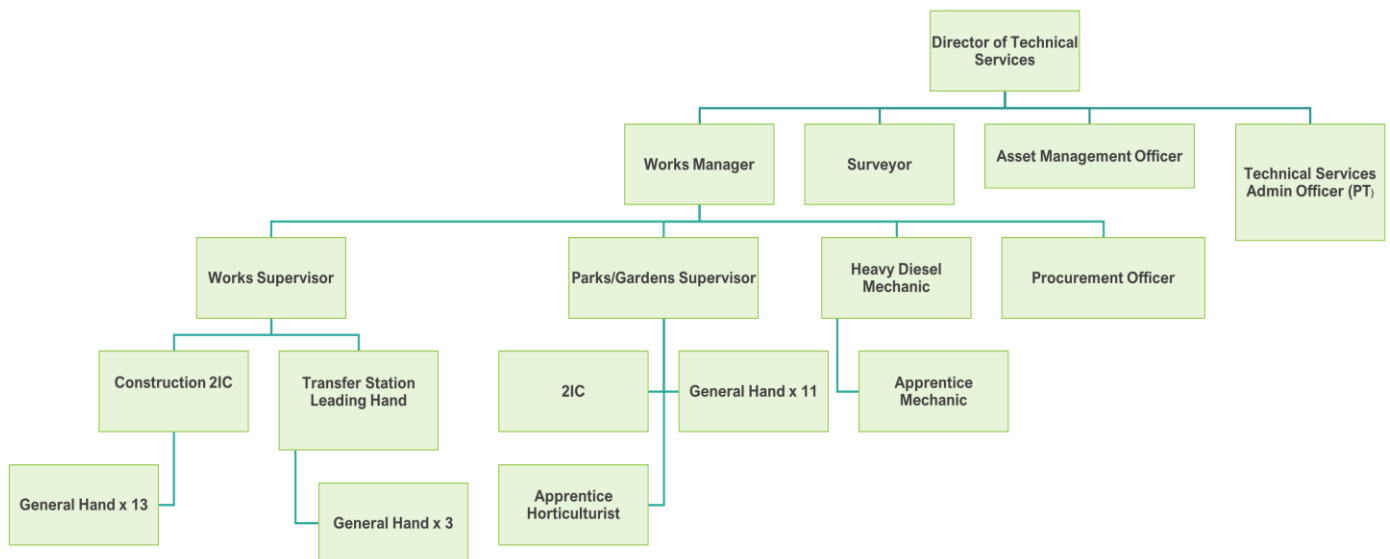
Position: Infrastructure Maintenance Officer/General Hand – Parks and Gardens
Department: Technical Services
Location: Shire Depot
Reports To: Parks & Gardens Supervisor /2IC

Stream/Level: Level 4 to L5 Shire of Collie Enterprise Agreement
Employment Status Continuing Employment – Full Time
Hours of Work: 76 hours/9-day fortnight.

TECHNICAL SERVICES WORKFORCE STRUCTURE

Position Summary/Objectives:

- Undertake tasks associated with the Parks and Gardens asset preservation and maintenance programs to provide a high standard of public amenity for Shire infrastructure.
- Carry out repairs and maintenance with a focus on parks, playgrounds and street furniture and equipment, signage, buildings, minor plumbing, and associated infrastructure to a tradesman's standard.



KEY TASKS & RESPONSIBILITIES

Responsibilities & Accountabilities:

This position operates under the direction of the Parks & Gardens Supervisor, Operation Manager and/or Director of Technical Services.

- Carry out repairs and maintenance with a focus on parks, playgrounds and street furniture and equipment, signage, buildings, minor plumbing, and associated infrastructure to a tradesman's standard
- Undertake gardening activities including but not limited to; weeding, pruning, digging, raking, mulching, planting, spraying (with approved herbicides and weed killers) and mowing in accordance with established maintenance programs and/or performance expectations.

- Responsible for materials, tools, equipment, vehicles, and plant in the employee's use.
- Work under limited supervision either individually or in a team environment on a range of projects.
- Responsible for the quality and standard of work performed.
- Ensure that Council's policies and procedures are adhered to providing the best possible service to council.
- Work in the most efficient and effective manner and be part of the team environment.
- Foster a community focused and service orientated culture amongst fellow team members and employees.
- Comply with service specifications for parks, reserves, landscape areas, plant nurseery and other areas as established or under the responsibility of the Shire of Collie.
- Promote work practices that are industry competitive.
- Work safely in accordance with the Shire of Collie's Occupational Health & Safety Management Plan.
- Operate in a safe and efficient manner with minor and specialist hand tools as well as minor mechanical plant up to but not limited to, turf and nursery maintenance and renovation equipment.
- Embrace the business excellence from and work and actively work towards the achievement of high standard outcomes.
- Perform other duties under the direction of the Supervisor.

Knowledge/Skills:

- High level of interpersonal; and communication skills including team building and time management
- High level of work ethics, including motivation and enthusiasm.
- Basic Horticultural and nursery skills including assistance in turf preparation and maintenance, tree pruning and landscaping.
- Knowledge of Horticultural techniques and plant identification.
- A good understanding of how to maintain a safe workplace.
- Ability to manage work practices in a healthy, efficient, and safe manner.

Job Requirements/Selection Criteria:

- Current 'MR' class driver's license
- Trade certificates in building trade
- Proven tradesman experience and skills to undertake general repairs of infrastructure furniture and equipment
- Experience in carrying out gardening and landscaping works and the operation of plant and equipment (mowers, whipper snippers, blowers, chain saw, tractors, trucks etc)
- Ability to carry out inspections and repairs (playground equipment, street/park furniture and equipment, buildings etc)
- Experience with hardware tools, power tools and electrical equipment
- Basic understanding of electrical, plumbing and carpentry and generally building repairs
- Basic verbal communication writing and math skills
- Good communication ability
- Well-organised and apt in problem-solving and attention to detail
- Ability to work with minimal supervision.

Safety Responsibilities:

- Ensure that safe work practices are adhered to.
- Ensure that all accidents, workers compensation issues and other incidents are reported and documented.

- Employees have an important role to play in helping the Shire of Collie achieve its desired excellence in health, safety, and welfare, in their own interests, and as a legal obligation, all employees therefore have a responsibility to ensure that nothing is done to make health and safety provisions less effective. They must.
 - ✓ Take responsible care to protect their own health and safety at work.
 - ✓ Ensure that they do not endanger any other person through any act or omission at work.
 - ✓ Report property damage, accidents, injuries, and near-accidents to your supervisor immediately.
 - ✓ Ensure the correct use of all equipment provided for health and safety purposes.
 - ✓ Obey all instructions, such as policies and procedures issued to protect their own personal health and safety, and the health and safety of others.
 - ✓ Report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimise any hazards of which you are aware regarding conditions or methods.
 - ✓ Ensure that no consumption of alcohol or drugs are taken that endanger safety at work or the safety of any other persons.
 - ✓ Keep your work area tidy.

Training:

- Willingness and aptitude to undertake further training and professional development to keep abreast of latest technology and practices.

Code of Conduct:

- All employees are responsible for adhering to the Shire's Code of Conduct and the supporting policies and procedures.

Equal Opportunity:

- Comply with the Shire's EO requirements and provide as far as practical, an environment that is, equitable and free of harassment for staff and customers.

REMUNERATION PACKAGE	
Position	Infrastructure Maintenance Officer/General Hand – Parks and Gardens
Employment Category	Continuing Employment – Full Time <i>Clause 7.3.1 Shire of Enterprise Agreement 2017</i>
Hourly Rate	\$28.23 per hour min (Level 4) up to \$29.42 per hour max (Level 5)
Superannuation <i>Employer Superannuation Contribution: depending on employee contribution up to an additional 8% (total contribution 18%)</i>	10% SGC Superannuation (Compulsory) Additional Superannuation (Optional) Additional Superannuation is optional and can commence at any time. Matching contributions by Council up to 8% subject to salary sacrificing contributions by the Employee (as per the Shire of Collie Collective Agreement 2017 Clause 9.7).
Allowances	Service Pay – Commencement at the end of the first year of service @ \$18.00 per fortnight with yearly increment up to 10 years' service as per Clause 14.1 Shire of Collie Enterprise Agreement 2017).

	<p>Industry Allowance - \$52.27 per fortnight as per Clause 13.1 Shire of Collie Enterprise Agreement 2017.</p> <p>Housing Allowance - \$20.00 per fortnight for employees who reside within the Shire of Collie as per Clause 13.12 Shire of Collie Enterprise Agreement 2017.</p>
Uniform	As per Clause 10.4 – the employer will provide five (5) long sleeve shirts and three (3) pants per person, plus jacket and safety boots.
Staff Discount Scheme	As per Clause 12.1 Shire of Collie Enterprise Agreement 2017 Employees will receive a 100% discount, and their spouse and dependants under the age of eighteen (18) with a 50% discount to all Recreation facilities including the Shire of Collie Swimming Pool and all Shire of Collie run programmes at Roche Park Recreation Centre.
Annual Leave	4 weeks Annual Leave per annum plus leave loading of 17.5% as per clause 17 Shire of Collie Enterprise Agreement 2017.
Public Holidays	As per Clause 25.2 of Shire of Collie Enterprise Agreement 2017 employees are entitled to Two (2) additional days being the Tuesday following Easter and the day following New Year's Day are available per annum to each Employee.
Location	Shire Depot
Hours	76 hours/9-day fortnight - 1 RDO per fortnight.
Start Date	To be confirmed
Reports To	Parks & Gardens Supervisor