



**Position Description  
(Including selection criteria)  
December 2021**

## **Parks and Gardens Labourer**

**Shire of McKinlay**

*PO Box 177 Julia Creek 4823*

*Telephone: (07) 47 467 166*

*Facsimile: (07) 47467 549*

*Email: [employment@mckinlay.qld.gov.au](mailto:employment@mckinlay.qld.gov.au)*

### **INFORMATION PRIVACY**

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at BHP Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

### **Our vision**

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

### **To do this, we will:**

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

### **Our Organisational Structure**

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 67 with an annual budget of \$25m.

## **Position Description**

### **Labourer**

**Title:** Parks and Gardens Labourer

**Division:** Works Department

**Level:** Level 4 Queensland Local Government Industry Award – State 2017

**Reports to:** Parks and Gardens Supervisor

**Supervises:** Nil

**Hours:** 8 hours per day (½ Hour lunch)

#### **Position Objectives:**

##### **a) Objectives of Position**

- To under take tasks associated with maintenance/construction of the Shires Parks and Gardens. Responsible to Parks and Gardens Supervisor for all works undertaken, and to operate Council equipment in a competent and safe manner.

##### **b) Within Organisation**

- To contribute to the efficient and productive operation of the parks and gardens teams, by carrying out duties in a safe and competent manner.

#### **Organisational Relationship**

##### **a) Accountable Supervisor:**

- Parks and Gardens Supervisor

##### **b) Liaises with:**

- Council staff with respect to duties given

##### **c) Supervises:**

- Nil supervisory duties

##### **d) Relieves:**

- Nil

## **Selection Criteria**

### **SC1 Skills/Requirements:**

- Competent level of skills in job related labour and construction techniques;
- Competent level of tool equipment handling;
- Ability to perform manual tasks;
- Ability to work unsupervised.

### **SC2 Qualifications or Relevant Experience:**

- Reliable previous work history;
- Queensland Construction Induction White Card;
- Hold a current 'C' class Queensland driver's license, preferably a MR;

### **SC3 Knowledge:**

- A working knowledge of the Workplace, Health and Safety Act;
- Basic knowledge of Quality Assurance requirements;
- Knowledge of hand tool operation;
- Basic knowledge of horticultural requirements

## **Desirable knowledge/experience**

- 12 months previous experience;

## **Duties & Responsibilities**

- Report promptly any fault or problem with an item of equipment to Supervisor;
- Be responsible for safe keeping and maintenance of personal issue, tools, equipment and stores;
- Maintain a safe working condition under Workplace Health & Safety Act and Regulation at all times;
- Perform the tasks associated with Shire maintenance/construction as required by Supervisor (including but not limited to water main repair, sewerage works, curb and channel works, drainage works and irrigation installation);
- Perform the tasks associated with the maintenance of the Shires Parks and Gardens Department as required by Supervisor (including but not limited to mowing, whipper snipping, weeding gardens, pruning of trees poisoning of weeds, street sweeping (mechanical/manual), mulching gardens, topdressing and fertilizing of gardens and lawns, rubbish removal, maintain irrigation lines, blower vac footpaths, cleaning park equipment, cleaning public facilities and planting trees);
- Assisting with ensuring town cleanliness;
- Assist with burials at cemetery;
- Assist with preparation of Council Facilities for events/functions as required by supervisor;
- To comply with Council's adopted Equal Employment Opportunity Policy at all times;
- To comply with the local governments adopted Code of Conduct at all times;

- To complete weekly timesheets in a timely and accurate manner;
- Participate in structured training.

### **Workplace Health and Safety**

- Report any workplace accidents / incidents to your supervisor;
- Comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace;
- Contribute ideas and suggestions that promote safety awareness;
- Take reasonable care for your own health and safety and do not adversely affect the health and safety of other persons.

### **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

Management Responsibilities:	Nil
Statutory Responsibilities:	To perform duties inline with Councils Code of Conduct and policies
Expenditure:	Refer to Councils Procurement Policy

### **Performance Indicators**

- Completion of all duties in a timely and efficient manner;
- Prompt reporting of any difficulties encountered requiring remedial actions to the Parks and Gardens Supervisor;
- Compliance with all Policies & Procedures applying to the duties of the position;
- Compliance with all workplace health and safety standards and Council policy;
- Compliance with the adopted Code of Conduct;
- Punctuality and Reliability and courtesy at all times;
- Appropriate notifications to accountable supervisor with respect to work absences.