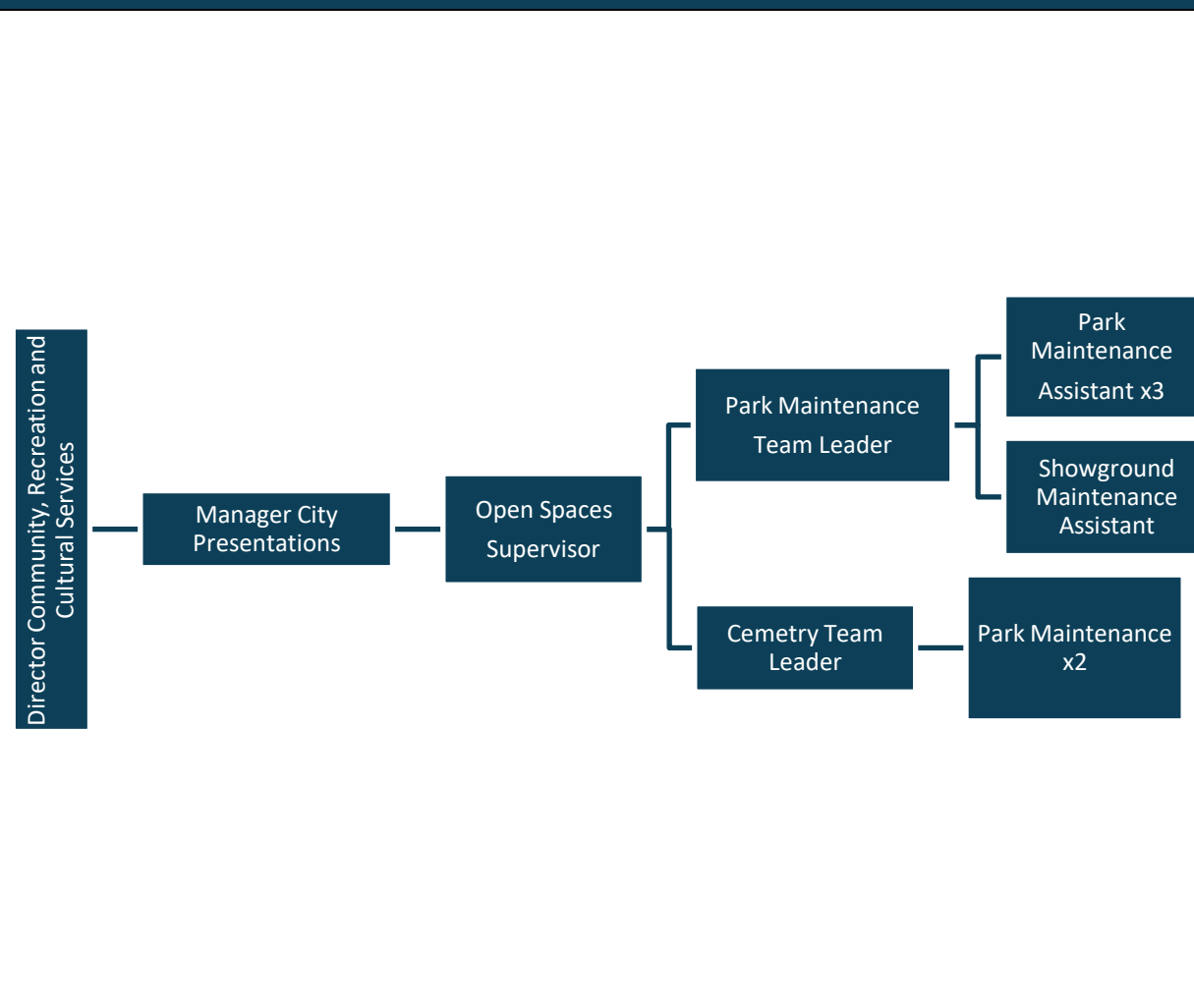


<b>Position Title:</b>	Park Maintenance Assistant
<b>Position Number:</b>	3038, 3039, 4224, 4225, 6044
<b>Division:</b>	Community, Recreation and Cultural Services
<b>Section:</b>	City Presentation
<b>Grade:</b>	2
<b>Delegations:</b>	Nil
<b>Position FTE Hours</b>	38

### Primary Purpose of Position

To assist in the maintenance and development of public open spaces including the cemetery. This includes the effective maintenance of lawns, shrubs, trees, pathways and structures.

### Sectional Structure



## Selection Criteria

### Qualifications/

#### Licences

- Current Class C Drivers Licence
- NSW General Construction Induction Card
- ChemCert AQF3 Chemical Accreditation or similar

The following additional qualifications/licences are highly regarded and may be taken into consideration during the selection process:

- Certificate III in Grave digging, Grounds and Maintenance or Statement of Attainment in Safe Grave digging
- Demonstrated competency in the operation of load shifting plant desirable for grave digging (backhoe, 3.5 tonne excavator, skid steer and loader)
- Confined Space Certificate
- Level 1 Chainsaw Operation certificate

#### Skills and Experience

- Demonstrated experience in open space maintenance
- Demonstrated experience in plant operation and maintenance of out front mower, ride on mower, push mowers and trimmers
- Demonstrated ability to communicate effectively with staff and the public in a professional caring and sensitive manner
- Proven ability to work with minimal supervision whilst also being able to work and contribute as part of a team
- Knowledge and understanding of work health and safety procedures
- Previous experience in cemetery maintenance and grave digging is also ideal
- Demonstrated ability to model Council's key values and desired behaviours

## Key Accountabilities/Duties

- Undertake works as programmed and directed by the Cemetery or Park Maintenance Team Leaders in a timely manner and to a high standard
- Assist in the maintenance and improvement of public open space including:
  - Lawn and garden maintenance including mowing, trimming, fertilising and weed control
  - Collecting of refuse, pruning and removal of trees, shrubs and general cleanliness of parks and reserves
  - Installation and maintenance of irrigation and drainage systems
  - Installation and maintenance of park furniture including park benches, signage, picnic tables, refuse receptacles
  - Tree maintenance including planting, tree removal, pruning and watering
- Operate plant according to manufacturer's instructions and standard work practices
- Check and maintain small plant on a daily basis and reporting any service requirements as required

- Cooperate and assist co-workers to ensure work duties are completed on time and to a high standard
- Undertake grave restoration work involving removing soil, filling hollows, laying turf and spreading lawn seed
- Undertake grave digging by effectively operating 3.5 tonne excavator as required.
- Provide basic advice to members of the public in a professional manner
- Undertake other general labouring tasks as required
- Cooperate and assist co-workers to ensure work duties are completed on time and to a high standard
- Make recommendations regarding work activities and areas of improvement
- Undertake accurate record keeping of time sheets, log books, maintenance manuals etc
- Participate in worksite toolbox and risk assessment meetings
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

### Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<b>Ownership - Foundational "Does it"</b> <i>Take responsibility and ownership of work and delivering to quality standards.</i> <ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Completes tasks he/she has agreed to on time</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly</li> <li>•</li> </ul>
Relationships	<b>Customer Focus - Foundational "Does it"</b> <i>Commit to delivering customer focused services in line with strategic objectives.</i> <ul style="list-style-type: none"> <li>• Shows awareness that he/she is working for the community</li> <li>• Shows respect, courtesy and fairness when interacting with customers and members of the community</li> <li>• Listens and asks questions to understand customer/community needs</li> </ul> <b>Team Work - Foundational "Does it"</b> <i>Be a respectful, inclusive and reliable team member, collaborate with others, and value diversity.</i> <ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
Results	<b>Plan and Prioritise - Foundational "Does it"</b> <ul style="list-style-type: none"> <li>• <i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></li> <li>• Understands team objectives and own contribution</li> <li>• Plans and organises own work tasks</li> <li>• Asks when unsure about the relative priority of allocated tasks</li> <li>• Manages time appropriately and re-prioritises as required</li> <li>• Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>

Technical	<b>Assets and Equipment - Foundational "Does it"</b> <ul style="list-style-type: none"> <li>• Use, allocate and maintain work tools appropriately and manage Councils assets and equipment responsibly</li> <li>• Uses core work tools and equipment effectively</li> <li>• Maintain and effectively use work tools, equipment and Council assets</li> </ul>
	<b>Health, Safety and Environment - Foundational "Does it"</b> <i>Identifying and/or preventing health and safety risks to self and others. Planning and delivering work that considers the environment.</i> <ul style="list-style-type: none"> <li>• Consistently displays safe working behaviour</li> <li>• Speaks up when something is unsafe</li> <li>• Follows health and safety policies and procedures</li> <li>• Participates in safety discussions</li> <li>• Implement environmental controls as applicable</li> </ul>

### Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable

- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

#### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

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