

## Position Description

<b>Position Title</b>	<b>Multi-Skilled Urban Services Operator</b>
Position Code	ENG056
Department	Engineering
Division	Urban Services
Reports To	Urban Services Supervisor
Direct Reports:	Nil
Position Classification	Operational Band 1, Level 2-3
Position Status	Fixed-term contract
Allowances	Adverse working conditions

### SPECIAL CONDITIONS

Occasional ad-hoc, out of hours work may be required to undertake the duties of this position. On these occasions, overtime will be paid in accordance with the Local Government (State) Award

### REPORTING STRUCTURE OF POSITION



### PRIMARY PURPOSE OF THE POSITION

The aim of this position is to assist in all areas of Council's Urban Services which includes the maintenance and upkeep of the town's parks, gardens, sporting fields and recreation reserves. This position will have the opportunity to operate a variety of Council plant associated with Urban Services. This may include tractors, mowers, chainsaws, brush cutters, a wide variety of power tools and Council's boom lift.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Carrying out routine urban services work including gardening activities, safe spraying of chemicals, marking and preparing sporting fields, maintaining public amenities, and servicing and maintenance of irrigation systems</i>	70
<i>Operating the tractor slasher, mowers, wood chipper, chainsaw, cherry picker and other plant and equipment in an efficient and safe manner as required.</i>	20
<i>Providing customer service to the community including answering enquiries from the public and reporting issues for further action.</i>	10

## **POSITION RESPONSIBILITIES**

### **Urban Services**

- Carry out a broad range of labouring and maintenance duties relating to Urban Services including:
  - Maintaining and preparing grounds for sporting events;
  - Undertaking inspections, assisting in the maintenance, planting, trimming and removal of trees;
  - Assisting in urban landscape management including routine maintenance, weed management and refurbishment of gardens, lawns and facilities;
  - Assist in maintenance of cemetery grounds;
  - Assist with the placement of camera's at rural tips as directed;
  - Waste collection – clean, empty and maintain bins in CBD, parks and Lake area;
  - Maintaining public toilets and other amenities including the removal of needles, clean vandalism and removal of graffiti and the removal of dead animals from the lake area (i.e. Carp);
  - Aid in the installation and removal of street banners and flags and other promotional calendar materials i.e. Christmas lights;
  - Assistance with the Shire's many events including:
    - Setup of stage, chairs and tables, power etc;
    - Source bins and remove waste;
    - Traffic control when required;
    - Venue setup and pack up as required.
  - Coach trainees in safe work practices and provide operational assistance.
- Conduct visual inspections of playgrounds and report damage;
- Maintain the Urban Services area at the Depot ensuring that it is neat, tidy and safe;
- Providing customer service to the community including answering enquiries from the public and reporting issues for further action;
- Identifying and reporting problems around the Shire to ensure they are promptly addressed;
- Cooperating with supervisor / managers to ensure activities related to safety, quality and environmental protection requirements are met;
- Provide assistance to the CWLE in general mowing maintenance as required;
- Undertake slashing in the rail corridor if certified under ARTC regulations.

## Plant Operations

- Ensuring the safe operation of all plant used prior to commencing and during work and diagnose mechanical problems to ensure minimum downtime including:
  - Maintain vehicle and workspace to a high degree of cleanliness;
  - Undertake pre-start checks;
  - Complete and lodge plant sheets;
  - Daily risk assessments via Council's WHS Management System;
  - SWMS compliance;
  - Greasing of plant and blade changes.

## Irrigation

- Inspection and maintenance of irrigation systems including fault finding and basic maintenance of delivery systems;
- Provide input on irrigation maintenance and design issues.

## Urban Hardscape Maintenance

- Undertake wind-sock maintenance at the helipad and South Circle;
- Assist with the required movement and removal of the Forbes Lake fountains as required;
- Report any observed faults in urban area drainage, footpaths, street furniture or signage to supervisor to facilitate prompt rectification.






## Organisation – Operations

- Ensuring compliance with the WHS Act 2011 and its regulations, including:
  - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
  - Wear protective clothing or equipment in the manner intended (if required);
  - Take reasonable care for the health and safety of all persons who are at their place of work;
  - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
  - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant supervisor, manager, or Manager People and Strategy;
  - Cooperate with the supervisor in the measures taken to ensure Work, Health and Safety;
  - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.
- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assessing and improving work practices and procedures on a continuous basis to achieve Council's goals;
- Compliance with all Council's policies, procedures and Code of Conduct;
- Complete other duties as directed by the nominated supervisor;
- Undertaking other relevant duties as directed which are consistent with the employee's skill, competence and training.

## KEY RELATIONSHIPS

Who	Why
Internal	
Director Engineering and Manager Works	As required in relation to work carried out
Urban Services Supervisor and Urban Services Team Leader	Reporting lines.
Human Resources / WHS Teams	HR - enquiries, investigations, payroll, training. WHS – advice, incidents and investigations.
Urban Services Team	Working collaboratively with peers
External	
Business and Community Members	Enquiries and complaints
Authorities	Assisting with investigations

**POSITION CAPABILITIES**

<b>LGNSW Capability Framework</b>		
<b>Capability Group</b>	<b>Capability Name</b>	<b>Level Required</b>
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and prioritise	Intermediate
	Think and solve problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Intermediate
	Procurement and Contracts	N/A
 Workforce Leadership		

## PERSON SPECIFICATION

### Essential

- Tertiary qualifications in horticulture or relevant industry experience;
- 2 years' experience in irrigation, urban services maintenance (Desired);
- Must be capable of using technology to complete forms, risk assessments, incident reports – mobile phone; tablet and online systems essential;
- Able to work with minimum supervision using judgement and initiative;
- Ability to provide high level customer service to the community;
- Developed communication skills with the ability to effectively communicate within your team and with management;
- WHS Construction Induction (White Card);
- Class C (Standard) Drivers Licence.

### Essential Tickets or ability to Obtain

- MR Licence (HR Licence desirable) Drivers Licence;
- Chemical certification;
- Chainsaw Operations certificate;
- RMS Traffic Control certification:
  - Traffic Controller;
  - Implement;
- Sharps training;
- Working Safely near Electrical Apparatus;
- Worker on Foot certification;
- Working At Heights;
- Elevated Work Platform certification;
- Hiab certification;
- Interment of Ashes;
- Asbestos awareness.

### Desirable

- One or more of the following WorkCover certificates of competency:
  - Forklift Trucks (LF);
  - Front End Loader (LL);
  - Front End Loader/Backhoe (LB);
  - Front End Loader of the Skid Steer Type (LS);
  - Excavator (LE).

### Authority and Accountability

- Worker level responsibilities in regards to WHS Legislation.

## ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:	Date:
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## HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check?	Yes / No
Does this position have a financial delegation?	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification?	Yes / No