

## Position Description

<b>Position Title</b>	<b>Trainee Urban Services</b>
Position Code	ENG041
Department	Engineering
Division	Urban Services
Reports To	Team Leader Urban Services
Direct Reports:	Nil
Position Classification	Trainee Band of the Local Government (State) Award
Position Status	Full-time for the 2 year term of the traineeship
Allowances	Level 1 Adverse Working Conditions Allowance

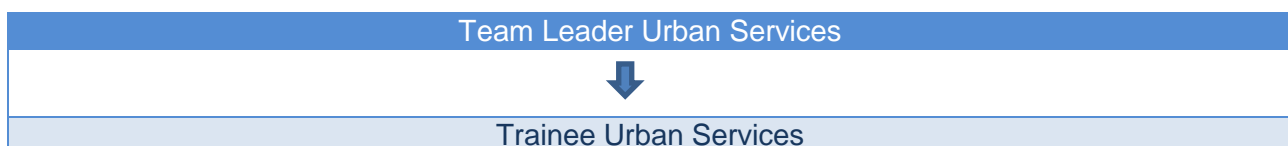
### SPECIAL CONDITIONS

Some ad-hoc out of hours work may be required to complete the duties of the position

This is a two year traineeship position and as such, there is no guarantee of ongoing employment post the completion of this period.

The successful applicant will be required to satisfactorily progress and complete a tertiary qualification in Horticulture or discipline. Successful completion of course requirements will be required for ongoing employment during this traineeship.

### REPORTING STRUCTURE OF POSITION



### PRIMARY PURPOSE OF THE POSITION

The occupant of this position will assist in all areas of Councils Urban Services Department. This includes the maintenance of Council's Parks and Gardens, the safe operation of plant and equipment as well as general labouring duties. The occupant will gain valuable employment skills whilst undertaking the Certificate III in Horticulture or related discipline.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
General Parks and Gardens Labouring duties	80%
Professional Development – Traineeship requirements	20%

## **POSITION RESPONSIBILITIES**

- Assist in carrying out a broad range of labouring and maintenance duties relating to Urban Services including:
  - Assist in the maintenance and preparation of grounds for sporting events;
  - Assist the Urban Services team to undertake inspections as well as 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 in accordance with tickets, skills and experience;
  - 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
- Assist the MS Urban Services Operator 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
- Attending and following instructions in all on the job training and employment.

- Demonstrated ability and determination in learning how to operate and carry out daily maintenance and servicing of purpose built plant items, equipment and infrastructure.
- Demonstrated ability and determination in learning the safe operation of all plant used prior to commencing and during work, and diagnose mechanical problems to ensure minimum downtime.
- Assist with inspections and maintenance of irrigation systems including fault finding and basic maintenance of delivery systems





## 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 Councils Policies and 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	
Manager Works	As required in relation to work carried out
Supervisor Urban Services	Direction, guidance and support
Team Leader Urban Services	Direct Supervisor – Direction, guidance and support
Urban Services Team	Colleagues – working collaboratively with peers
Human Resources / WHS Teams	HR - enquiries, investigations, payroll, training IT – Assistance with mobile technology where required WHS – advice, incidents and investigations.
Council Employees	Colleagues
External	
RTO / ACC	In the delivery of learning and facilitation of course requirements
Business and Community Members	Enquiries, Complaints

**POSITION CAPABILITIES**

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



## PERSON SPECIFICATION

### Essential

- Demonstrated interest in Horticulture or related disciplines
- Willingness and capability to undertake formal study in the Horticulture area;
- Proven ability to participate effectively as a team member.
- Organisational skills with the ability to prioritise multiple work tasks.
- Effective written and oral communication skills with experience relating to people at all levels.
- Possess WorkCover Work Health and Safety General Construction Induction or equivalent
- Class C (Standard) Drivers Licence or licence equivalent to age

### Desirable

- Current Class MR Driver's Licence.
- Chemical Certification
- Chainsaw Operations Certificate
- RMS Traffic Control Certification
  - Traffic Controller
  - Implement
- Working Safely near Electrical Apparatus;
- Worker on Foot certification
- Working At Heights
- Elevated Work Platform certification;
- Hiab Certification
- Interment of Ashes
- Asbestos awareness
- 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
- Financial delegation as per Councils delegation register

## EQUIPMENT REQUIRED FOR THE POSITION

- Nil

## 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:

## 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