

Position Description

Position Title	Technical Officer/Ganger – Parks & Urban Services		
Department	Parks & Urban Services	Position Number	PUS03
Grade	Grade 5	Location	Coonamble Depot Complex
Status	Permanent Full Time	Hours	38hrs week / 76hrs per fortnight
Reports To	Senior Technical Officer (Parks & Urban Services)	Industrial Instrument	Local Government (State) Award 2023
Date Revised	19/04/2024	Version Number	2
Direct Responsibilities	Parks, Recreation, Open Spaces, Street Furniture, Facilities Maintenance.		

Council's Vision

Coonamble Shire is a connected, respectful and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position performs operational activities using materials, plant, machinery and other resources to ensure efficient completion of all works associated urban services including open spaces, gardens, cemeteries, streetscapes and recreational facilities under Council control to achieve a high standard of presentation and function.

This position also has supervisor capacity in relation to other staff other in Coonamble.

Position Benefits

- Adverse Working Conditions Allowance (Level 2).
- 9-day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Key Responsibilities

Parks & Urban Services Operations

- Supervise members of work gang / team on a day to day basis, including the availability of plant and materials to ensure the completion of scheduled works, however work “hands on” where appropriate.
- Organise rosters and scheduling of routine work on a weekly basis.
- Assist with the day-to-day operations in a variety of work situations within mainly urban services, parks/gardens maintenance and establishment, turf and ground maintenance, street sweeping, and garbage collection including other areas if required.
- Undertake repairs and maintenance to street furniture and fittings, including vegetation.
- Operate vehicles such as mowers, tractors, slashers, loaders, backhoes, excavators, skid steer, trucks (up to HR Licence type) and other equipment to complete maintenance and repair works.
- Plant and equipment is well maintained, minor servicing completed and all faults, damage or servicing requirements are reported immediately.
- Undertake traffic control duties and erecting of signage as required.
- Complete general labouring works including building maintenance as required.
- Complete general concreting works, forming up and other labouring duties as required.
- Demonstrated ability to read and understand plans and drawings, and levels and markers correctly laid out in accordance with the plans.
- Plant and equipment is utilised correctly to relocate and level materials in a variety of situations to a satisfactory standard.
- Regular and systematic general cleaning duties, including plant and equipment, public toilets and rest areas.

Records and Finance

- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Position Description

Key Internal Relationships

Parks & Urban Services Section Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.

Council Departments Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.

Direct Reports Plant Operators
Works Assistants

Key External Relationships

External Stakeholders and Committees Represent Council and provide a high standard of excellence and professionalism to all stakeholders.

Delegations

- As per Delegations of Authority.

Position Description

Technical Requirements

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years) is preferable but not essential.
- Certificate III in Horticulture, Civil Construction or other relevant qualification, or ability to obtain.
- Knowledge of parks & urban services operations preferably applicable to the local government context, or to learn and develop knowledge on the job.
- Ability to perform manual tasks, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

Desirable Requirements

- Class HR Driver's Licence.
- Plant Licenses or Verification of Competency (VOC): Front End Loader, Backhoe, Skid steer, Excavator and Crane (CV) or Dogging (DG).
- Basic computer skills.
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Sound literacy, numeracy and computer skills in order to complete required documentation and use relevant technical software.
- Demonstrated experience in a similar role (2+ years) preferable but not essential.
- Certificate III in Horticulture, Civil Construction or other relevant qualification or ability to obtain.
- Knowledge of parks & urban services operations preferably applicable to the local government context, or to learn and develop knowledge on the job.
- Class P, P2 or C Drivers Licence (unrestricted) and WH&S Construction Induction (White) Card.
- Takes the initiative to progress own and team tasks, contributes to the achievement of team/project goals through consistently delivering high quality work with minimal supervision.
- Pursues own and team goals with drive and commitment and is flexible, showing initiative and responding quickly to change.
- Commitment to safety and consistently act in line with legislation and policy.
- Ability to communicate clearly and effectively, work independently with minimal supervision, and contribute positively within a team environment.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	