

**SHIRE**  
**OF**



**CUBALLING**

**Position Description**

**GENERAL HAND/PLANT  
OPERATOR/GARDENER**

# SHIRE OF CUBALLING

## GENERAL HAND/PLANT OPERATOR/GARDENER

### Position Description

1. **TITLE:** General Hand/Plant Operator/Gardener
2. **LEVEL:** Level 4 of Local Government Industry Award 2020 (Depending on experience)
3. **DEPARTMENT:** Works Department
4. **BASIC FUNCTIONS:**

Under the direction of the Manager of Works & Services, Works Supervisor or in his absence, the Leading Hand, complete road construction or road maintenance duties, cart materials i.e. gravel, blue metal, sand, culvert pipes etc., necessary to carry out road maintenance and construction throughout the Shire of Cuballing.

Maintain parks, ovals, reserves, Council properties and gardens Assist with other work such as spraying, cleaning, tree lopping, rubbish removal, and carting of non-road making materials as required.

5. **REQUIREMENTS OF THE JOB:**

To be a member of the works crew to undertake the requirement to maintain the Shire roads to a high standard and when not undertaking roadworks to perform other duties as required by the Manager of Works & Services, Works Supervisor and Leading Hand.

6. **KEY DUTIES/RESPONSIBILITIES**

Maintain lawns, parks, gardens, reserves, Aged Care units and other Council properties and perform other associated gardening and roadwork duties where required.

To ensure the equipment provided by Council to carry out roadworks and gardening and which the position incumbent operates, is maintained and cleaned appropriately.

To operate the equipment in a responsible manner and to observe safety standards to ensure his/her colleagues or members of the public are not threatened by careless acts.

To co-operate with the other works crew members to ensure the works programme is completed efficiently and effectively.

Any other duties as required by the Manager of Works, Works Supervisor, Leading Hand or Chief Executive Officer.

## 7. CONDITIONS OF EMPLOYMENT

### 7.1 Award Classification

Level 4 of the Local Government Industry Award 2020, plus allowances and overtime where applicable.

### 7.2 Superannuation

- a) Occupational superannuation (compulsory) - Council currently contributes 11.5% of salary.
- b) Local Government superannuation (non-compulsory) - Council currently contributes up to 6% of salary on a one to one basis, employee contributing up to a maximum of 6%. All necessary requirements must be satisfied in accordance with the Local Government Superannuation Scheme.

### 7.3 Annual Leave

Four (4) weeks per annum with 17.5% Leave Loading after 12 months service.

### 7.4 Long Service Leave

After ten (10) years of service.

### 7.5 Sick Leave

As per Local Government Industry Award 2010.

### 7.6 Hours

The regular hours of work are 76 ordinary hours per fortnight as per the Local Government Industry Award 2020 with an additional amount of scheduled overtime totalling 4½ hours of overtime each fortnight.

These hours are worked as a nine day fortnight made up as follows:

Wednesday	7.00 am - 4.30 pm	(½ hr lunch)	9hrs (Pay Day)
Thursday	7.00 am - 4.30 pm	(½ hr lunch)	9hrs
Friday	Rostered Day Off		
Monday	7.00 am - 4.30 pm	(½ hr lunch)	9hrs
Tuesday	7.00 am - 4.30 pm	(½ hr lunch)	9hrs
Wednesday	7.00 am - 4.30 pm	(½ hr lunch)	9hrs
Thursday	7.00 am - 4.30 pm	(½ hr lunch)	9hrs
Friday	7.00 am - 4.00 pm	(½ hr lunch)	8.5hrs
Monday	7.00 am - 4.30 pm	(½ hr lunch)	9hrs
Tuesday	7.00 am - 4.30 pm	(½ hr lunch)	9hrs

By agreement with staff, the normal start and finish times of work may be altered. This is most often done during summer with an earlier start and finish time.

When a Public Holiday falls on a Rostered day off the day following the Public Holiday will be taken as the Rostered day off.

### 7.7 Probationary Employment Period

In accordance with Council Policy, a probationary employment period of three (3) to six (6) months shall apply. Employee performance will be subject to Executive assessment prior to confirmation of continued employment.

## **8. ORGANISATION RELATIONSHIPS**

**8.1 Responsible to:** Manager of Works & Services  
Works Supervisor  
(or in his absence the Leading Hand)

### **8.2 Internal & External Liaison**

Internal - Manager of Works & Services  
Works Supervisor  
Leading Hand  
Co-workers

External - Local Residents  
Local Organisations

## **9. EXTENT OF AUTHORITY – Nil**

## **10. SELECTION CRITERIA**

- Must hold a sufficient standard of reading and writing skills.
- Must be reliable and able to work within a small team.
- Must hold a current MDL licence with an HR class.
- Must hold Safety Awareness Card.
- Must be able to demonstrate an ability to operate and maintain Council's plant and equipment.
- Possess traffic management accreditation (desirable).
- Previous gardening experience required.

## **11. OCCUPATIONAL HEALTH & SAFETY**

### **11.1 Risk Management**

- Comply with the Shire's Risk Management Policy Procedures
- Actively Participate in the Risk Management Program and Organisational Performance review and Evaluation Program
- Actively participate in the Shire's Continuous Improvement Program

### **11.2 Employee Responsibilities**

- Conform with the duty of care requirements, ensuring their own safety and that of others, through the prevention of any adverse acts or omissions.
- Must comply with the safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives.

- Must not willfully interfere with or misuse items or facilities provided in the interests of safety and health of Council employees.
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed.
- Must, in accordance with Council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety and health representatives.
- Must cooperate with the employer in the carrying out of their obligations in accordance with the provisions of the WHS Act.
- Must comply with the Council Work Injury Management Program

**Accepted**

\_\_\_\_\_

**Employee**

**Dated** \_\_\_\_\_

\_\_\_\_\_

**Approved by Manager Works & Services**

**Dated** \_\_\_\_\_

**Reviewed** \_\_\_\_\_