GENERAL HAND
PARKS AND GARDENS

Position Description

POSITION IDENTIFICATION	
POSITION TITLE: General Hand	**SECTION:** Parks and Gardens
AWARD/AGREEMENT: Shire of Cranbrook Outside Staff Collective Agreement 2023	**LEVEL:** Level 2.1 to 4.1
EMPLOYMENT TYPE: Full Time	**HOURS:** 76 per fortnight
LOCATION: Cranbrook Parks and Gardens and surrounding areas (including Frankland River and Tenterden) as determined by the Works program.	
REPORTS TO: Team Leader Parks & Gardens	**SUPERVISION OF:** Nil

ORGANISATIONAL VALUES
The Shire of Cranbrook strives to provide an outstanding workplace, where employees have the opportunity to grow and develop. The organisation is committed to the delivery of the Strategic Community Plan and Corporate Business Plan for the Shire and as such has adopted the following organisational values. These core values are essential to the success of our staff and organisation as a whole.
CORE ORGANISATIONAL VALUES Respect, Honesty, Teamwork, Safety and Accountability

ACCOUNTABILITY OBJECTIVES	
This role will require you to maintain the Council's parks, gardens, ovals, cemeteries and any other location as instructed and operate the Council's plant and equipment safely and efficiently along with any other work duties when required.	
KEY FOCUS OF THE TEAM: To provide safe roads, a safe community and a safe workplace.	**KEY FOCUS OF THIS POSITION:** Responsible for the general maintenance of the Council's Parks and Gardens as required by the Parks and Gardens Coordinator.

RESPONSIBILITIES	
RATING GUIDE for Autonomy and Responsibility:	
HIGH	Expected to display a high level of self-sufficiency and initiative.
MEDIUM	Required to act under some supervision & direction. Difficult or unusual queries are referred to Coordinator.
LOW	Limited. Required to act under close direction & supervision.

Operate and maintain plant and equipment

- Operate and maintain assigned plant and equipment to manufacturer's standards;
- Display expertise and safety in operation of all plant and equipment; and
- Ensure all plant and equipment used are accounted for at the end of each working day.

Autonomy and Responsibility: *Medium*

General Duties

- General maintenance of plant and equipment;
- Housekeeping of plant, equipment, workshop and workplaces;
- Safely and efficiently operate plant and equipment to complete road tasks; and
- Delivery of work to plans as provided and specified.

Autonomy and Responsibility: *Medium*

Perform duties as instructed to ensure completed tasks

- Complete assigned tasks to a high standard;
- Ensure that the assigned tasks are carried out promptly and efficiently.

Autonomy and Responsibility: *Medium*

Daily employment responsibility

- Staff are required to be ready to commence work at the assigned time;
- Staff are required to advise the Coordinator Parks and Gardens immediately they become aware they cannot be present for work; and
- All Council employees shall abide by the Shire of Cranbrook Code of Conduct and comply with Council's policies and procedures and management directives.

Autonomy and Responsibility: *High*

KEY DUTIES

1. Undertake gardening duties such as mowing, blowing down, weeding, pruning, watering, spraying, fertilising and mulching of garden areas, streetscapes, town ovals and other public places.
2. Assist with maintenance and installation of irrigation systems and equipment.
3. Operate plant effectively and efficiently as directed to the level of training and licensing attained.
4. Use, clean and maintain tools and equipment to complete tasks effectively and efficiently.
5. Assist with garden and landscape establishment and maintenance.
6. Clear and remove vegetation, rubbish and debris from thoroughfares, roadsides and streets.
7. Set up/dismantle and mark out sporting fields and ovals.
8. Manually collect rubbish in public spaces and empty rubbish bins, including sharps disposal units.

9. Complete required workplace records.
10. Maintain worksite/workplace tidiness and cleanliness.
11. Undertake training to update, maintain and advance personal skills and in compliance with relevant workplace legislation.
12. Refer queries from the public to your Coordinator or Manager, only responding to inquiries within scope of responsibility.
13. Carry out other duties within the bounds of the level of responsibility of this position, as instructed by Management.

Essential

- C Class Driver's Licence
- White Construction Card;
- Demonstrated experience in construction and maintenance of parks and gardens;
- Experience in the operation of plant and machinery including but not limited to: ride on mower, lawn mower, whipper snipper and blower;
- Basic written and verbal communication and customer service skills; and
- Basic ability to use IT Hardware such as smart phone and tablet applications.

PERSONAL ATTRIBUTES

Learning & Growth. Ability to continue learning new skills and develop broad knowledge of a range of different subjects. Keep current with research and publications relating to areas of work.

Problem Solving – Takes action and responsibility for solving problems and making decisions to achieve desired outcomes. Breaks problems or processes into component parts to help identify a range of solutions.

Personal Leadership – Supports the direction of the organisation and understands own role in achieving the vision and goals. Works with energy and commitment and represents the organisation favourably.

Planning and Self Management – Effective time management; plans and controls responsibilities to achieve role requirements. Balances personal and work life.

Communication – Shares information, listens and shows respect for input, communicates, questions and clarifies in a clear and constructive manner.

Working Collaboratively – Working together within the organisation. Builds and maintains productive internal relationships. Integrates work with other teams where appropriate.

Focus on Results – Takes personal responsibility for making things happen. Delivers on agreed objectives. Achieves to agreed performance standards.

STRATEGIC COMMUNITY PLAN REFERENCES SPECIFIC TO THIS POSITION

KEY PILLAR: Economic
2.3.2 Enhance and maintain local attractions and associated infrastructure.
KEY PILLAR: Environment
3.1.1 Enhance and maintain Shire controlled parks and reserves.

COMMITMENT TO SAFETY

Safety in the workplace is essential to the wellbeing of all staff, visitors, volunteers, Councillors and others involved with the operations of the Shire.

Your commitment to Work, Health and Safety requires:

- Understanding of your legal safety responsibility
- Adherence to all organisational safety policies, procedures and processes
- The timely reporting of any hazard, incident or injury
- Participation in reducing hazards and facilitating a safer place to work
- Commitment to a safe workplace

WORK ENVIRONMENT

Shire depot, outside work sites and Shire administration office where required.

POSITION WORK HEALTH AND SAFETY REQUIREMENTS
JOB SAFETY ANALYSIS (JSA) – RELIEF PARKS AND GARDENS GENERAL HAND

PHYSICAL DEMANDS CRITERIA	
Sitting:	Required to be in a sedentary position for lengthy periods of time in a semi static position, during the performance of verge slashing.
Walking:	Limited walking within worksites.
Bending or Stooping:	Limited bending and stooping while performing normal duties.
Lifting:	Lifting of items as required in works area.
Pushing:	Infrequent pushing of equipment.
Arm and Hand Movement:	Must have full dexterity of both hands and full arm movements, to enable use of plant and equipment and the handling of work-related tools and other items.
Reaching:	Moderate reaching is required to undertake outdoor works.
Carrying:	Moderate carrying is required but must consider other options for heavy items.
Neck Flexion and Rotation:	Frequent spinal rotation is utilised during normal daily work practices.
Handling/Dexterity:	Frequent handling of tools, equipment and plant operation consoles require a reasonable level of dexterity.
Eyesight:	Good peripheral vision and good hand eye coordination is essential. All other functions require a good standard of long and short vision.
Hearing:	A good level of hearing capability is required.
Psychological Factor:	An ability to work independently and in a team, whilst maintaining excellent observation and concentration skills. Good coping skills are important in the interaction with the workforce and members of the public.
Literacy and Communication Skills:	The ability to read and legibly write information. The ability to receive and communicate instructions and information accurately. Have reasonable verbal/communication skills when dealing with other members of the organisation and the public.

AREAS OF POTENTIAL HAZARD AND RISK	
• Plant and Equipment • Traffic • Manual Handling • Slipping and tripping	• Public interaction • Adverse weather conditions • Sharps

PRINCIPAL CONTACTS	
WHO	**PURPOSE**
INTERNAL • Team • Coordinator Parks and Gardens • Manager of Works **EXTERNAL** • Public	• Support and assist other team members perform their activities • Provide information on progress and job specifics • Provide feedback and information as required • To provide an accurate and timely service to all internal and external customers.

EXTENT OF AUTHORITY
This position operates under the general direction of the Coordinator Parks and Gardens, within established guidelines, procedures and policies of the Works Department and consistent with the Shire of Cranbrook Code of Conduct.

ANNUAL REVIEW
At least once in each calendar year the Manager of Works will conduct an evaluation of the employee's performance. The annual review will include an assessment of achievement against performance objectives.

POSITION PRE-REQUISITES
• Successful Pre-Employment Medical Examination unless working for another local government as per Policy 2.1 Workforce Employee-Appointments • Successful Drug and Alcohol Test • National Police Clearance • Visa and Work Permits where applicable • Any other condition in the procedure • All permanent appointments are subject to a minimum three-month probationary period • C- Class License.

POSITION AND INCUMBENT DETAILS: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirements of the position.	
Employee Name: _____ Employee Signature: _____ Date: _____	Managers Name: **LES VIDOVICH** Managers Signature: _____ Date: _____

Chief Executive Officer Name: **LINDA GRAY**

Chief Executive Officer Signature: _____

_____
Date