

POSITION DESCRIPTION		
	Position Title:	General Operational – Open Space Operations
	Position Number:	P00457, P01212, P01213
	Directorate:	Community & Economy Services
	Service:	Recreation, Aquatic & Cemeteries
	Location:	South Street Depot
	Date Created/Updated	1 September 2023
	Position Classification:	Band 1

POSITION PURPOSE/OBJECTIVE

To undertake general maintenance activities in parks, open space and public domain areas as directed and in accordance with Council processes and policy.

RELATIONSHIPS

Reports to: (Position Title):	Team Leader – Mowing and/or Horticulture
Report to: (Position Number)	Variable
Staff Responsibility:	Nil
Key Internal Relationships:	Team Coordinators, Team Leaders and staff in the Open Space and Recreation Branch and Cultural and Community Services Directorate.
Key External Relationships:	General Public

KEY RESPONSIBILITIES

- Undertake routine maintenance works as directed.
- Operate and undertake minor maintenance of plant and equipment (including ride-on mowers, chainsaws, brushcutters and edgers) necessary to perform maintenance tasks as directed.
- Assist with the identification of relevant plant and equipment requirements necessary to perform work duties.
- Comply with approved policies, procedures and guidelines and pursue delivery of service in a customer focused manner.
- Assist with other Parks and Recreation maintenance operations as required
- Present a positive image of Council in all matters pertaining to the Council in the execution of routine duties.
- Attend team meetings and keep your supervisor informed of operational issues that arise.

- Maximize productivity through current industry best practices
 - Maintain complete and accurate records of works undertaken as requested by the Team Leader/Coordinator.
 - Adhere to and adopt basic required safety procedures and systems for self and team members' protection in accordance with WH&S procedures (including, but not limited to, operating procedures, policies, safety instructions)
 - Be responsible for the safety and security of all plant, equipment and tools allocated
 - Wear uniform / clothing supplied by BMCC as well as required safety clothing and equipment appropriate to the task being undertaken and as required by the Team Leader / legislation.
 - Undertake ongoing development and training considered appropriate and necessary for the position by the Coordinator, Manager or Organisation including proposed technology changes.
 - Other duties as specified by the Coordinator or Manager.
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Guiding Principles *(mandatory section do not delete)*

- We act as one organisation responding to the changing needs of our LGA and community
- We are strategy led, driven by our Community Strategic Plan with clear priorities and focus
- We are service focused ` we continuously improve service provision and provide excellent customer service
- We collaborate and work together to achieve our outcomes
- We ensure safety and well-being is at the centre of our organisation, operations and culture
- We are a financially sustainable organisation, living within our means, ensuring best value resource allocation

These Guidelines complement the Council's adopted Values of: Work Together; Work Safe Home safe; Service Excellence; Value for Money; Trust and Respect; and, Supporting Community

Workplace Health & Safety *(mandatory section do not delete)*

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to: identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

COMMUNICATION

The job requires written communication skills which enable the incumbent to complete standard forms. The incumbent is expected to co-operate with co-workers in creating smooth workflow, including assisting with each other's work when necessary.

This job requires communication skills which enable the job holder to exchange and explain information with other Council employees and with members of the public.

JUDGEMENT & PROBLEM SOLVING

Problems are of a routine nature requiring little if any analysis. The job holder is required to concentrate and pay attention to detail and while innovation is encouraged little is required.

AUTHORITY

The position has no delegations. The position makes minor decisions and any decisions requiring investigation or consultation are referred to the supervisor.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

ESSENTIAL

- Construction Induction Certificate (White Card)
- Demonstrated experience in the tasks required to maintain parks, open space and public domain areas
- Demonstrated experience in the operation and maintenance of plant and equipment used for park maintenance and arbor works.
- A proven motivation and work ethic to provide quality outcomes in a parks, open space and public domain settings.
- Ability to work within flexible starting and finishing times and to adapt to an ever-changing work environment.
- Proven ability to communicate effectively with others.
- Class LR/MR Drivers License, current log book or willingness to obtain this license within a 6-12 month period.
- Knowledge of and commitment to Workplace Health and Safety requirements and Equal Employment Opportunities.

DESIRABLE

- Horticultural training or experience
- Traffic Controllers Certification.
- Chainsaw Certificate (cross cutting/simple tree felling).
- Current First Aid Certificate.

BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.
Please contact the WH&S Officer if assistance is required in completing this form.*

Position:	General Operational – Open Space Operations		
Responsible Manager/ Supervisor:	Manager, Recreation, Aquatics & Cemeteries		
Signature:		Date:	1/9/2023

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level	Rating
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	2	Pushing loads > 5kgs	2	Frequent bending/ stooping	2	Sitting for extended periods	0
Light Manual Tasks	3	Pulling loads >5kgs	2	Repetitive Lifting	1	Standing for extended periods	3
Trunk Twisting	3	Extend arms for reaching	2	Elevating arms above shoulder height	1	Kneeling for extended periods	1
Climbing to access/ exit excavations	0	Throwing	0	Walking on uneven ground	3	Walking for extended periods	3
Balancing	3	Crawling	0	Hearing above background noise	3	Depth Perception	3
Colour Vision	0	Fine Manipulation	1	Shoveling/Digging	2		
WORKING CONDITIONS							
PHYSICAL							
Inside Work	0	Outside Work	3	High Temperatures > 38deg	1	Low Temperatures < 3 deg	1
Operating Machinery	3	Working Near Machinery	3	Working at Heights	1	Noisy Work Areas	2
Vibration	2	Confined Spaces	0	Prolonged Driving (periods > 2hours)	1	Working Alone	0
Overhead Work	1	Use of computer for screen-based activities.	1	Prolonged Sitting (periods > 1hour)	0	Prolonged Standing (periods > 1 hour)	3
CHEMICALS				BIOLOGICAL			
Dusts	3	Liquids	1	Pesticide Spraying	0	Herbicide Spraying	1
Working with Solvents	1	Mists / Fumes	1	Possible exposure to Hepatitis A, B, C	2	Possible exposure to Tetanus	2
Gases/ Vapours	1	Odours	1	BIOMECHANICAL			
				Repetitiveness	2	Fatigue	2
ASBESTOS							
Asbestos Awareness	✓	None of the below					X
Class B Asbestos Removal		Asbestos Removal and Supervision		Asbestos Assessor			
USE OF PERSONAL PROTECTIVE EQUIPMENT							
Safety Boots/ Shoes	x	Dust Mask/ Respirator	x	Protective Eyewear	x	Ear plugs/Muffs	x
						Hard Hat	x
Provide a brief description of the job requirements:							
Operate and undertake minor maintenance of plant and equipment (including ride-on mowers, chainsaws, brushcutters and edgers) necessary to perform maintenance tasks as directed.							