

## Position Description

### Skilled Labourer - Parks and Gardens

<b>Division</b>	Infrastructure and Assets
<b>Business Unit</b>	Maintenance Delivery
<b>Position Number</b>	472004 472007 472009 472011
<b>Location</b>	Yass/Murrumbateman
<b>Award Band</b>	Operational Band 1 Level 3
<b>Salary Grade</b>	Grade 5
<b>Remuneration</b>	Entry \$57,476.12 to Step 3 \$62,073.96 per annum plus 11.5% Superannuation
<b>Conditions</b>	Permanent Full-Time 38-hour week with a 9-day fortnight (RDO) Adverse Working Conditions allowance
<b>Date position description approved</b>	7 February 2023

### Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Divisions of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Infrastructure & Assets Directorate comprises Waste Services, Roads Delivery, Facilities Maintenance, Workshop, Recreational Services, Water & Wastewater, Engineering Services, Facility & Waste Assets. The role of Skilled Labourer Parks & Gardens is located within the Maintenance Delivery Team.

## Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty “.

## Council Values



## Primary Purpose of the Position

This role carries out a variety of general and skilled labouring duties to assist in the delivery of parks and gardens maintenance activities including the operation of plant and machinery.

## Key Accountabilities

- Assist in the delivery of parks and gardens works through skilled and general labouring duties.
- Operate plant and/or equipment associated with maintenance works.
- Undertake a variety of tasks which include manual handling and use of hand and power tools associated with parks and gardens.
- Ensure all work practices and processes relevant to the role are effective and efficient and propose improvements where appropriate.
- Ensure that vehicles are driven and operated in a safe and competent manner within all road traffic laws and regulations.

## Organisational Accountabilities

**Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council’s Code of Conduct.

**Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

**Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

**Policies and Procedures:** Comply with all Council’s policies, procedures and guidelines.

**Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

## Key Challenges

The ability to be flexible and adapt quickly to changing work environments and work teams as determined by work schedules

## Key Internal Relationships

Who	Why
Supervisor Parks and gardens	Receive direction and support, provide advice and exchange information
All other staff	To foster teamwork and cooperation

## Key Dimensions

### Decision making

The role is expected to operate under direction, to carry out duties assigned by the supervisor/ manager, compatible with employee's skills, competency and training.

The role is accountable for the quality, integrity and accuracy of work provided in the delivery of assigned projects and activities.

### Reports to

Supervisor Parks and Gardens

## Essential Requirements

- General Construction Induction (White Card).
- Asbestos awareness or willingness to obtain.
- Demonstrated experience in and ability to carry out parks and gardens maintenance labouring duties.
- A current class "MR" drivers' licence or ability to obtain.

## Approval History

Stage	Date	Comment	MagiQ Reference
Reviewed	12/12/2022		538695
Updated	7/2/2023		
Updated	June 2024	Award salary increase 2024/25	
Updated	March 2025	Position Numbers added	

## Ownership and Approval

Responsibility	Role
Author	Manager Maintenance Delivery
Approver	Director Infrastructure & Assets