



## **Shire of Beverley**

### **Parks and Garden Utility Worker**

#### **12 Month Contract - 9 Day Fortnight**

The Shire of Beverley is seeking a suitably motivated individual to fill a position of Parks and Garden Utility Worker for a 12 month contract commencing early August 2021. Applications are invited from suitably qualified persons to fill the above position full time for a 9 day fortnight.

The successful applicant will work as a team member to upkeep and maintain the Shire of Beverley's parks, gardens, building surrounds, streetscape and other assets in accordance with Council standards and requirements.

A copy of the position description and selection criteria can be obtained on the Shire website [www.beverley.wa.gov.au](http://www.beverley.wa.gov.au) or by phoning Officer Administration on 9646 1200.

Written applications addressing the selection criteria should be received no later than 4:00pm - Friday, 23 July 2021 and addressed to:

Mr Stephen Vincent  
Manager of Works  
Shire of Beverley  
PO Box 20  
BEVERLEY WA 6304



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# Parks and Gardens Utility Worker

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## Selection Criteria

**You must address the following in your written application to be considered for the Parks and Gardens Utility Worker position:**

1. Willingness to follow instructions, learn, and take initiative
2. Working as a team member
3. Current Driver's License Status
4. Any previous history working in Parks, Gardens or Landscaping
5. Any operational skills of Lawn Mower, Hedger, Whipper Snipper and Tractors.



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# Parks and Gardens Utility Worker

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## Position Description

**1. Position:** Parks and Gardens Utility Worker

**Name:**

**Date Commenced:**

**2. Industrial Instrument and Level:** Local Government Industry Award 2020

### **3. Position Summary**

- To work as a team member to upkeep and maintain of the Shire of Beverley's Parks, Gardens, building surrounds, streetscape and other assets in accordance with Council standards and requirements.
- To operate and maintain all plant and equipment in an effective, efficient and safe manner.
- To work on various parks, gardens and maintenance projects to provide maximum benefit to the community.

### **4. Requirements of Position**

#### **4.1 Skills**

##### Essential:

- Model a 'can do' attitude
- Sound plant and equipment operation skills, preferably on a number of different types of plant (e.g. Mowers, Minor Plant and Tractors).
- Basic mechanical and vehicle maintenance skills
- Follow all Occupational Safety and Health legislation, directions policies and procedures.
- Work within and gain a sound understanding of Council's policies and procedures
- Assess possible hazards, make recommendations as to the solutions and initiate actions
- Capacity to learn and to take initiative to provide high quality support.
- Time management and organisational skills
- Be punctual, reliable and have pride in work

#### **4.2 Knowledge and Experience**

##### Essential:

- Sound practice knowledge of horticulture, parks and gardens and maintenance techniques
- Developed gardening and landscaping skills, including pruning, fertilizing, mowing

- Understanding of weed control methods and use of Pesticides and application
- Knowledge of grassed playing surface management and installation, maintenance and use of Reticulation and associated equipment.
- Developing knowledge of plant operation and maintenance
- Experience in parks and gardens operations
- Developed knowledge of Occupational Health and Safety requirements

Desirable:

- Turf wicket upkeep
- Ability to install and maintain water reticulation

#### **4.3 Qualifications and/or training**

Essential:

- Current MR Class Motor Driver's license.
- All relevant vehicle and machinery operating licences.
- Construction safety awareness training card
- A Police Clearance
- General medical certificate
- Unique student identifier

Desirable:

- Other relevant short course training (e.g. senior first aid certification) will be an advantage
- HR driver license

### **5. Principle Roles and Responsibilities**

The principle responsibility areas of this position are outlined below:

- Operate various items of plant, mower, tractor and minor plant within the parameters of training provided and qualifications held, in accordance to Council Policy and procedures; and report any plant maintenance issues.
- To work in conjunction with the maintenance crew and the construction crew when required.
- Ensure those items of plant that are nominated receive correct care and maintenance as required.
- Maintain service and log book of machinery, complete daily pre-start checks.
- Occasional overtime may be required for callouts.
- Any other duties as may be required by the Supervisor or Manager of Works (e.g. Grave Digging).
- Work willingly under direction, maintain a high standard of workmanship in all tasks including routine maintenance, 'housekeeping' and orderliness of the work environment.

- Participate in on-the-job and structured training, performance review and development activities as required to maintain skills and capacity to carry out the requirements of the position.
- Perform all set tasks within a team environment, ensure lost time is kept to a minimum.

## 6. Key Performance Requirements

- Extent to which work is accurate and organised.
- Amount of work produced compared to quality and standards expected of the position.
- Attitude, respect for others and response to directions given.
- Care and responsibility with tasks and equipment.
- Reliability and attendance record.

The following general criteria forms a standard part of each annual performance review.

- Time management: complete tasks within required timeframes.
- Teamwork: work as a constructive part of the team; participate in team meetings; and seek task improvement and increase efficiency.
- Verbal communication: demonstrate effective verbal communication skills.
- Written communication: demonstrate effective written skills.
- Problem solving: demonstrate problem solving skills and initiative.

## 7. Key Projects

## 8. Organisational Relationships:

**8.1 Position is responsible to:** Parks and Gardens Supervisor

**8.2 Position supervises:** Any staff designated by the Supervisor

### Key Relationships:

**Internal:** Chief Executive Officer

Deputy CEO

Manager of Works

Parks and Gardens Supervisor

Construction and Maintenance Supervisor

Contractors and other service providers as appropriate to the position

**External:** General Public (including Ratepayers and Residents as appropriate)

Suppliers of goods and services, contractors

## 9. Extent of Authority

- Works under the limited supervision of the Parks and Gardens Supervisor.
- The position may have delegated authorities as reviewed from time to time.

## 10. Public Responsibilities

- To promote a favourable public image of Council's personnel, operations, and the Shire in general.

## 11. Acceptance

**Signed:**

	<i>Signature:</i>	<i>Date</i>
Employee	_____	_____
Supervisor	_____	_____
CEO	_____	_____

## 12. Position Description Review History

Created		
Reviewed and Updated	23 June 2021	



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## Job Application Form

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APPLICANT SECTION					
Position applied for:					
PERSONAL DETAILS					
Given name:				Surname:	
Preferred name:					
Address:					
Telephone	Mobile:		Day:		
Email:					
CURRENT QUALIFICATIONS					
Qualification title	Institution or training provider			Year completed	

CURRENT STUDY

Are you currently undertaking study or training? (tick one)  Yes  No

If yes, course or program name: \_\_\_\_\_

Type of study:  Full time  Part time  Distance Education  Other

PREVIOUS EMPLOYMENT (list most recent first)

Employer Name / Organisation	Dates from/to	Position held	Reason for leaving	Office use only Initial & date



REFERENCES

Do you agree to have referees contacted in relation to this application? (tick one)  Yes  No  
*Reference checks will be conducted legally in an ethical manner and all information derived will remain confidential.*

Please provide details of three people who can speak on your behalf regarding your work history

Name	Contact No.	Position held or working relationship eg supervisor	Office use only Initial & date

TYPE OF WORK

What type of work are you available for? (tick)  Full time  Part time  Casual

When will you be available for work?

Please provide any other information that you identify as being pertinent to this application  
 eg medical conditions, disabilities

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\_\_\_\_\_

\_\_\_\_\_

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_