



BOULIA SHIRE COUNCIL

POSITION DESCRIPTION

POSITION TITLE:	Caretaker- Racecourse Reserve
DIRECTORATE:	Works and Operations
DEPARTMENT:	Operations
CLASSIFICATION:	Level 3
REPORTS TO:	Foreman Roads, Utilities and Services
AWARD and STREAM:	Queensland Local Government Industry Award (Stream B) - State 2017
HOURS:	76 hours per fortnight
LOCATION:	Boulia Racecourse Reserve
REVIEW DATE:	9/4/2024

OUR VISION

'A progressive Shire creating opportunities for all'

We will be values as a Shire where people choose to live, work and play and a guardian of a sustainable natural environment that inspires and supports a healthy community.

OUR PURPOSE

'Delivering our plans, planning for the future'

We are a council committed to decisive leadership in making locally responsive, informed and responsible decisions. We aim to deliver continuous improvement to provide quality services and facilities which support a sustainable future.

OUR VALUES

Leadership and Collaboration

Building trust, teamwork, communication and a shared understanding that actively listens to our community.

Accountability, Consistency and Transparency

Equal opportunities, fair and open consultation and communication. Accepting responsibility for our actions.

Performance and Value for Money

Achieving the best value for money outcomes for our community. Collaborations, managing expectations and working towards common goals.

Commitment, Teamwork and Staff Development

Continually improve on our achievements and drive innovative solutions. Lead change and continuous improvement in delivering for our community. Promote a positive health and safety culture.

"No one individual can do this but as a community working together we can deliver a strong framework for the future of our shire"

DEPARTMENT SUMMARY

The Directorate of Works and Operations is a multi-faceted structure including Local Government compliance, Shire and State road infrastructure, community responsibilities (identifying and implementing maintenance strategies for long-term sustainability of community infrastructure) and Shire Council corporate deliverables (planning for, and meeting the deliverables against the corporate and operational plans).

POSITION OBJECTIVES

This position works independently to efficiently maintain and improve the grounds, structures and equipment located at the Boulia Shire Racecourse Reserve, in accordance with budgets, time allocations and safety, quality and environmental standards.

POSITION SUMMARY

This role reports the Foreman Roads and Utilities Services and is responsible for the day to day operational functions and general maintenance of the racecourse reserve including oversight of the councils Organic Spelling facility.

The Incumbent will contribute to an effective team environment which focuses on results, and achieves service excellence.

This position acts within statutory regulations and established procedures, with freedom to exercise initiative and judgement within delegated authority.

GENERAL INFORMATION: POSITION DETAILS

This position is located at the Boulia Shire Council's Racecourse Reserve, Boulia.

The primary function of this position will be to carry out the maintenance activities required at the rodeo grounds, including the development of lawns, shrubs, trees, fencing and other horticultural beautification projects, routine maintenance of the public amenities and other structures (spelling facility).

The position will also require an ongoing oversight of the functions of the Organic Spelling facility.

General features of this position require the application of knowledge and skills, which are gained through training and experience.

The nature of the work will require the position holder to demonstrate professionalism and ethical conduct at all times.

Although due care has been taken to consider all aspects of the Caretakers role, Council acknowledges that situations, circumstances or issues may arise outside the scope of the Position Description.

In any instance where details are not adequately defined or addressed within the Position Description, the Officer will consult with the Director of Works and Engineering to achieve an official determination.

DUTIES AND RESPONSIBILITIES: CORPORATE RESPONSIBILITIES

CODE OF CONDUCT

1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct;
 - a) is in line with the expectations of Council as specified in the Code of Conduct, and
 - b) decisions are made based on the principles of sound ethics and judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a) Integrity and Impartiality
 - b) Promoting the Public Good
 - c) Commitment to the system of government
 - d) Accountability and transparency

CONFLICT OF INTEREST

- a) Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the Chief Executive Officer.
- b) Boulia Shire Council and the employee are in, or are entering into, an employment relationship whereby the employee may gain access to confidential information and other valuable and protectable information of the Boulia Shire Council.
- c) The Employee agrees to deal with Confidential Information in accordance with the Terms of the Boulia Shire Council's Employee Deed of Confidentiality.

CONFIDENTIALITY AGREEMENT

- a) Staff should make themselves aware of the basic provisions of the various Acts, regulations, local laws, policies, delegations and protocols that relate to Council, as applicable to their position.
- b) Staff will refrain from engaging in behaviour that is improper, disgraceful or unbecoming, or shows unfitness to continue as an employee.
- c) Staff must give their undivided attention to their work during working hours, not engage in activities which make them unavailable when needed, and not engage in activities which are in any way in conflict with Council interests.
- d) Staff must recognise that their employment relationship is one of confidence and trust, and not disclose confidential and private information gained in the course of their work.

PUBLIC SECTOR ETHICS

Council is required to prepare a Code of Conduct for their organisation under the provision of the Public Sector Ethics Act 1994.

The code is based on five ethical principles:

- Respect for the law and the system of government
- Integrity
- Respect for others
- Economy and efficiency
- Diligence

Staff members are asked to become familiar with the basic principles outlined in the Boulia Shire Council's Code of Conduct, and what type of behaviour will be tolerated within the work environment.

In the Council being a public sector organisation, employees are expected to work in accordance with the Public Sector Ethics ie the principles and standards of conduct expected of staff members during their day to day employment.

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES

- Development of the racecourse reserve aesthetics to improve the amenity of the site by the development of gardens suitable for a drought location or desert environment.
- Coordinate and carry out all rodeo grounds beautification and maintenance activities, including mowing, rubbish removal, checking and cleaning gutters, general handyman repair work and liaising with sub-contractors
- Keep the facility always clean, operational and ready to be hired
- Oversight of the Organic Spelling facility to ensure that requirements for ongoing Organic certification are maintained and users are aware of their obligations to use the facility.
- Maintain Organic Spelling records accurately
- Ensure that all beautification and maintenance activities are carried out in accordance with safety, quality and environmental guidelines,
- Monitor and take stock of hireable equipment such as chairs and tables, ensuring that damaged or non-returned items are reported to the facility hire coordinator,
- Report all safety, quality and environmental non-conformances or incidents using I-Auditor,
- Ensure timeliness of work project completion,
- General cleaning of all amenities; shed, kitchen, bar, Jockey shed/building, comms room, public toilet/shower facilities of venue and BBQ area in off season
- Preparation of grounds prior to events and availability during events for assistance to users.
- Other duties applicable to the position when requested

KEY COMPETENCIES

- a) Sound communication, time management & organisational abilities,
- b) Effective manual labouring and tool handling skills,
- c) Demonstrated knowledge of grounds and facilities beautification and maintenance activities,
- d) Works autonomously with minimal supervision
- e) Understanding of policies and regulations relating to the work area

SELECTION CRITERIA

- a) Demonstrated ability to perform Specific Accountabilities/Performance Objectives
- b) Possession of skills, knowledge and experience as outlined within the Position Description
- c) Physical and psychological ability to perform duties in accordance with Workplace Health and Safety Obligations

EXPERIENCE / QUALIFICATIONS / LICENCES

In choosing the right person for this role we will consider what you have done previously – the knowledge, skills and experience you've built, and potential for development, and your personal qualities.

- a) Basic literacy and numeracy skills are required for maintaining records (e.g. servicing records, completing timesheets and other relevant documentation).
- b) Open "C" Class Driver's Licence (R and HR licences are advantageous)
- c) Construction Industry Safety White Card
- d) Current Senior First Aid / CPR is desirable
- e) Construction plant tickets eg: forklift, skid steer loader, backhoe etc are advantageous,
- f) Previous or current grounds and facilities beautification and maintenance experience is desirable

PROFESSIONAL DEVELOPMENT

- a) Undertake continuous refresher training to maintain/enhance and/or develop qualifications, skills and knowledge applicable to the role.
- b) The position holder may be encouraged to attend workshops and webinars relevant to the position e.g. Bio-Security, Workplace Health and Safety.

WORK HEALTH AND SAFETY OBLIGATIONS

- a) All employees have a legal obligation to comply with statutory and the Boulia Shire Council's WHS Management System, WHS policies, procedures and work instructions.
- b) These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

Duties of workers while at work, a worker must:

- a) Take reasonable care of his or her own health and safety,
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Boulia Shire Council to allow the person to comply with the Work Health and Safety Act; and
- d) co-operate with any reasonable policy or procedure of Boulia Shire Council relating to health or safety at the workplace that has been notified to workers.

EQUIPMENT OPERATED

- a) Computer using programs such as Word , Excel, Outlook, I-Auditor and modules of councils business system such as electronic timesheets/ leave applications.
- b) Telephone , Tablet
- c) Photocopier (Document Centre)
- d) NAVMAN
- e) Plant: Motor vehicle, ATV, Ride on Mower, Tractor/Slasher, Skid Steer, small plant (whipper snipper/blower/pressure washer/tree trimmer/hand tools)

PHYSICAL DEMAND CATEGORY

SEDENTARY WORK	<i>Refer: Code of Practice 2011</i>
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs. Medium
Work	Frequent lifting / carrying of objects weighing up to 10kgs.
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs

SPECIFIC ACTIONS REQUIRED

This job may include:

Standing/Walking		Sitting		Driving	
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional
<input type="checkbox"/>	1 - 4 Hrs	<input checked="" type="checkbox"/>	1 - 4 Hrs	<input checked="" type="checkbox"/>	1 - 4 Hr
<input checked="" type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs	<input type="checkbox"/>	4 - 6 Hrs
<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs	<input type="checkbox"/>	6 - 8 Hrs

REPETITIVE MOTIONS

Simple Grasping	<input checked="" type="checkbox"/>
Fine Manipulation	<input type="checkbox"/>
Pushing / Pulling	<input checked="" type="checkbox"/>
Finger Dexterity	<input checked="" type="checkbox"/>
Foot Movement	<input checked="" type="checkbox"/>

THIS JOB WILL REQUIRE:

MANOEUVRE	FREQUENT	OCCASIONAL	NONE
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT

Attribute	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chemicals	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Cold	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Dampness	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Fumes / Gases	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Heat / Humidity	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Heights	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Noises	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

AUDIO-VISUAL DEMANDS

Depth Perception	<input checked="" type="checkbox"/>
Colour Discrimination	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>

PLANT OPERATION

maximum seat rating of 120kgs

GENERAL OBLIGATIONS

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions; and to update these to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with supervisors and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document, it is understood that employment is with Boulia Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/certificate.
6. Promote the Shire in a positive manner at all times when dealing with external contacts.
7. Promote and encourage continuous improvement strategies for the delivery of accurate and timely Council governance documentation.
8. Demonstrated commitment to work outside of normal business hours on those occasions required by the Director of Works and Operations.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Approved by:

Date:

DEVELOPMENT/ REVIEW DATE	VERSION	PREPARED BY	REVIEWING OFFICER	APPROVING OFFICER	DATE
09/09/2021	Draft	CEO	RUS/DWO	CEO	09.09.2021
09/09/2021	Final	CEO	DWO	CEO	09.09.2021
9/4/2024	Review	HR	DWO	CEO	