



## JOB DESCRIPTION – Town Services Officer

POSITION IDENTIFICATION	
<b>Position Title:</b> Town Services Officer	<b>Department:</b> Works
<b>Award/Agreement:</b> Shire of Jerramungup Works and Services Industrial Agreement 2024	<b>Employment Type:</b> Full-Time
<b>Reports to:</b> <ul style="list-style-type: none"> <li>Team Leader – Parks &amp; Gardens</li> <li>Works Supervisor</li> </ul>	<b>Supervisory Responsibility:</b> Nil
<b>Hours:</b> Primary hours of work are: 6:30am – 3:30pm from Monday to Friday.  Ordinary hours of work are between: 6:00am – 6:00pm from Monday to Friday.  Additional hours may be required.	<b>Location:</b> <ul style="list-style-type: none"> <li>Bremer Bay Works Depot</li> <li>Various locations across the shire including Jerramungup Works Depot.</li> </ul>

Approval of Position Description				
<i>Document Owner</i>	<i>Position</i>	<i>Reason for Review</i>	<i>Review Date</i>	<i>Additional Comments</i>

## 1. ORGANISATIONAL RELATIONSHIPS

### 1.1 Responsible to:

- Team Leader – Parks & Gardens
- Works Supervisor

### 1.2 Supervision of:

Nil

### 1.3 Internal and External Liaison:

#### Internal

- Team Leader – Parks & Gardens
- Works Supervisor
- Other Staff

#### External

- Residents and Ratepayers
- Contractors

## 2. EXTENT OF AUTHORITY

Operates under direct Supervision and within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

## 3. PURPOSE OF POSITION

The Town Services Officer supports the Town Services crew and is responsible for the general maintenance and upkeep of Council's parks, gardens, reserves, road verges, streets, footpaths, buildings and public open spaces in the Bremer Bay and Jerramungup town sites and surrounds.

The position is on a full-time basis but will have flexibility to negotiate hours with the successful applicant.

## 4. KEY DUTIES/RESPONSIBILITIES

- Developed time management and organisational skills in an unsupervised environment.
- Basic vehicle and equipment maintenance skills.
- Developed gardening and landscaping skills, including pruning, fertilising, mowing, weed control, reticulation planning, maintenance and installation.
- Ability to operate and supervise the operation of relevant trucks, plant and machinery used in parks and gardens maintenance and development.
- Ability to execute landscaping, planting and development projects including reticulation installation, as directed.
- Understanding of weed control methods, use of pesticides, their application and storage.
- Well-developed communication and interpersonal skills.
- Current Police Clearance
- C class drivers' licence
- Physical fitness capable of undertaking manual labour.

- Daily litter control including removal of rubbish from all streets and road verges.
- Mowing and all gardening duties within Council’s parks, gardens and town site reserves and street verges (excluding work areas carried out by contract).
- Patching and repairing damaged town site street pavements and footpaths/cycleways.
- Pruning and maintenance of all street trees and shrubs.
- Cemetery maintenance (edging, mowing etc.).
- Weed control via the application of herbicides together with regular mowing/slashing.
- Cleaning of stormwater drains.
- Minor repairs and maintenance of all Council owned/managed buildings and other assets.
- Maintain all items of plant and equipment used.
- Adhere to Council’s policies and procedures.
- Undertake training on activities within the Shire and;
- Any other duties as directed from time to time by the Works Supervisor, Team Leader – Parks & Gardens, and/or Executive Staff.

## 5. ACCOUNTABILITIES

- Comply with the duties under the *Work Health and Safety Act 2020* and WHS Legislation.
- Compliance with the Shire’s Code of Conduct, management directives, Policies and Procedures.
- Allocated tasks and reporting requirements are consistently completed within the agreed timeframes.
- Demonstrate a spirit of cooperation toward other employees and the achievement of Shire aims and objectives.
- Commitment to equal employment opportunity, diversity and merit principles.
- Cooperate with employers in their efforts to comply with occupational health and safety requirements.
- Each employee will respect and support each other.
- Each employee is responsible for delivering exceptionally high-quality customer service to the community.
- Ensure complete and accurate records are captured, created and maintained within the appropriate recordkeeping system in accordance with Shire policies and procedures.

## 6. SELECTION CRITERIA

Qualification	Essential	Desirable
Current Drivers Licence (Minimum C Class)	✓	
White Card		✓
First aid qualification		✓
Certificate II, III or IV in Horticulture		✓
Key Skills, Knowledge and Experience	Essential	Desirable
Proven experience working with limited supervision.	✓	

Previous experience working in Parks & Gardens or similar		✓
Basic Computer literacy		✓
Physical fitness capable of undertaking manual labour.	✓	
A proven safety record and the ability to follow proper methods, procedures, and safety precautions.	✓	
Demonstrated numeracy, written and verbal communication skills to carry out financial transactions, read safety instructions and effectively communicate with members of the public and Shire team.	✓	
<b>Personal Skills</b>	<b>Essential</b>	<b>Desirable</b>
Developed time management and organisational skills.	✓	
Developed communications skills - both written and verbal	✓	
Developed Customer Service.	✓	

## 7. WORKING CONDITIONS/WHS CONSIDERATIONS

**Work Health and Safety** – All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Jerramungup’s Risk Management and Work, Health and Safety policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.

All supervising staff are required to implement and maintain the Shire’s WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.

Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

## 8. OTHER RELEVANT FACTORS OR REQUIREMENTS

A Pre-Employment Medical Examination and current National Police Clearance Certificate will be required by the successful applicant at the Shire’s expense.

It is advised that no formal offer can be made until your satisfactory completion of this employment condition.

## 9. COMMENTS

All employees are required to sign a declaration that they have read Council’s Induction Manual/Code of Conduct prior to the commencement of work or any reviews. This signed document will be placed on each employees payroll file as evidence of the fact that they have read and understood the requirements of the position and Council.

