

Kingborough Council

Information Package for Applicants



Position Details:

Parks and Reserves Workers, Roads Unit, Position Numbers 000251, 000204

Employment Status:

Ongoing, Full Time

Department:

Works Department

Applications Close:

4pm on Friday, 28 May 2021

Further Information:

Mr Scott Rollins, Coordinator Parks and Reserves on 03 6211 8200



KINGBOROUGH COUNCIL
www.kingborough.tas.gov.au

Our Municipality

Kingborough offers a fantastic lifestyle offered on the picturesque south east coast of Tasmania. Located an easy 15-minute drive south of the capital city Hobart, Kingborough is one of the fastest growing areas in Tasmania. With a population of over 37,000, Kingborough offers a wonderful family lifestyle, including quality educational facilities, sporting and recreational services, service clubs and shopping centres.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough is essentially residential in nature and has one of the highest growth rates in the State. The rate of population growth in the last five years was 5.8%, or 1.2% per annum. The localities with the greatest population growth rates are the towns of Kingston, Blackmans Bay, Margate and Snug. The Municipality also covers the beautiful Bruny Island which lies just off the coast and can be reached by vehicular ferry from the township of Kettering.

Council's main office is the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre and Works Depot at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 16,000 rateable properties and the Council has an estimated consolidated income of approximately \$35M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, infrastructure services and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, the Kingborough Community Hub at Kingston Park and an extensive network of sporting grounds, local halls and community centres.

Council has recently launched a major project, Kingston Park, as the centrepiece for the revitalisation of the central business district in Kingston. Kingston Park aims to create public spaces that promote health, connectivity and well-being. The master plan includes a mix of commercial and residential uses, together with public open space, a playground and community and cultural facilities.

Position Advertisement

Parks and Reserves Workers

Council has vacancies for Parks and Reserves Workers to undertake a range of specialist horticultural activities in our parks, reserves, and open spaces. Duties include pruning and removal of trees and shrubs, mowing, weeding, mulching, grass slashing and general landscaping works.

We are seeking someone passionate about horticulture and working outdoors. Ideally, you will hold a White Card, along with driver's licence endorsed medium rigid. Experience in operating equipment such as ride-on mowers, chainsaws (trim and crosscut or tree felling), chippers, mulchers, tractors and brush cutters is also essential.

The commencement salary is \$54,911 per annum, plus 12.5% employer superannuation and a 9-day fortnight. For more information, contact Scott Rollins, Parks and Reserves Coordinator on 03 6211 8200.

How to Apply: The Information Package for this role is available on Council's website www.kingborough.tas.gov.au. To ensure your application is considered, you must provide a current resume and a statement addressing the selection criteria. Applications can be submitted online through the Employment Portal on Council's website. [Applications close at 4pm on Friday 28 May 2021.](#)

KEY SELECTION CRITERIA

To be considered for these roles, you must address the following selection criteria in your application.

Essential

1. Previous experience in the horticulture or land management industry and/or a Certificate II or non-trades Certificate III in Horticulture or Conservation and Land Management.
2. Demonstrated experience in operating machinery such as as ride-on mowers, chainsaws, chippers, mulchers, tractors, and brush cutters.
3. Good communication skills and the ability to work safely as part of a team.
4. Physically fit and able to undertake manual work in an outdoor environment.

Licences

5. White Card – General Induction for Construction.
6. A current unrestricted driver's licence endorsed medium rigid.
7. Chain Saw licence (Trim and Crosscut).
8. Traffic Control accreditation (Control Traffic and Implement Traffic Management Plan) or the ability to acquire this accreditation.
9. Chem Cert qualifications or the ability to acquire this qualification.
10. Elevated Work Platform licence or the ability to acquire this licence.

Position Description

PARKS AND RESERVES WORKER

POSITION DETAILS

Position No.		Department	Works
		Location	Municipal Depot
Employment Status	Ongoing, full time	Classification	Operational
Unit	Parks and Reserves		Employee Level 3

POSITION OBJECTIVE

This position is responsible for undertaking a range of specialised maintenance activities on Council's public reserves, gardens, streetscapes, sporting facilities, play equipment, recreational facilities and ancillary infrastructure.

KEY FUNCTIONS AND RESPONSIBILITIES

1. Undertake routine and specialised maintenance activities in accordance with Council's operating procedures and under general guidance from the Supervisor. Works include maintenance and construction activities associated with public and bushland reserves, gardens, walking tracks, streetscapes, tree maintenance, sporting facilities, play equipment recreational facilities and ancillary infrastructure to Council specification and requirements.
2. Safely operate and maintain small to medium plant and equipment not more than 15.5 tonne e.g., excavator, tractor, chipper, ride own mowers, trucks, and any other relevant plant.
3. Undertake a range of general labouring duties which require technical non-trade skills including, but not limited to advanced horticulture, tree maintenance and gardening work, interpreting and working to plans, basic estimating.
4. Organise own work schedules and demonstrate discretion in work tasks within established practices and procedures.

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5. Undertake basic visual inspections of infrastructure assets and report defects/hazards to the Supervisor.
 6. Complete plant start-up sheets and undertake routine daily maintenance of assigned plant and equipment, report all faults to the Supervisor.
 7. Resolve problems that relate to immediate work tasks.
 8. Other duties as required/directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

Authority and accountability: Employees at this level demonstrate strong technical skills and are responsible for the completion of specialised and regularly occurring tasks with general guidance on a daily basis. Employees may be required to organise their own schedule of work.

Judgment and problem solving: Personal judgment is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.

Work Health and Safety: To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

ORGANISATIONAL RELATIONSHIPS

Reporting Relationships

1. **Internal** - This role will work predominantly with colleagues from the Reserves Unit in the Works Department.
2. **External** - This role will communicate with members of the general public, other staff and contractors.
3. **Direct Reports** - This role will report directly to the Reserves Supervisor and may be required to provide direction and basic on-the-job training to employees at lower levels.
4. **Indirect Reports** - NA

SKILLS AND EXPERIENCE

Essential

1. Previous experience in the horticulture of land management industry and/or a Certificate II or non-trades Certificate III in Horticulture or Conservation and Land Management.
2. The ability to competently operate in a safe manner a range of plant and machinery relevant to role, including chainsaws, tractors, chipper.
3. Demonstrated ability to adhere to safety procedures in a high-risk work environment.
4. The ability to communicate effectively with other employees, contractors and members of the public and in the resolution of minor matters.
5. The ability to work effectively in the team and independently as required.
6. The ability to solve day-to-day maintenance problems using a range of approaches and techniques.

Licences (Including Plant, Machinery and Equipment licences)

1. White Card – General Induction for Construction
2. Traffic Control accreditation (Control Traffic and Implement Traffic Management Plan)
3. Chain Saw licence (Trim and Crosscut)
4. Chem Cert qualifications
5. Elevated Work Platform licence
6. Driver's licence endorsed medium rigid.

Desirable

1. Basic First Aid
2. Basic computer skills

Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A summary addressing each of the Selection Criteria.
- A current copy of your resume.

How to apply:

Your application should be addressed “**Confidential Job Application – Parks and Reserves Worker**” and submitted online through the Employment Portal on Council’s website at www.kingborough.tas.gov.au.

Thank you for your interest in employment with the Kingborough Council.

Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website, https://www.kingborough.tas.gov.au/wp-content/uploads/2020/11/Code-of-Conduct-Policy-2020.pdf
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 9 of 2017</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, www.fwc.gov.au
Classification and Salary:	This position is classified under the Enterprise Agreement as Operational Employee Level 3.
Hours of Work:	The position is offered on a full-time basis (38 ordinary hours per week). A rostered day off on a 9-day fortnight arrangement is also offered.
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution.
Employment Checks	<p>To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.</p> <p>Applicants must undergo a pre-employment functional assessment and be assessed as</p>

	<p>being able to meet the functional requirements of the position.</p> <p>The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. (Vaccinations for this position include tetanus, Hepatitis A and Hepatitis B).</p>
Leave	<p>Full Employees are entitled to four weeks annual leave and pro-rata for part-time employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service and is transferable between Tasmanian Councils.</p> <p>Our employees may also 'purchase' an additional two week's annual leave.</p> <p>Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.</p> <p>Paid leave is also available for employees involved in voluntary emergency services and for employees experiencing family violence.</p>
Health and Wellbeing	<p>Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being</p>

	<p>presentations, as well as a focus on mental health awareness and support.</p> <p>Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.</p>
Relocation Costs	Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.
Corporate Wardrobe and PPE	Council supplies personal protective equipment (PPE) and Council uniforms to operational employees, as well as those employees working in technical and inspectorial positions.
Other Employee Benefits	<p>Our employees have access to discounted health insurance options through St Luke's Health and the Local Government Employees Health Plan.</p> <p>Council employees can arrange for a novated lease for a personal vehicle through Maxxia.</p> <p><i>LGAT Assist</i> also provide low interest loans to Local Government employees who are employed on an ongoing (permanent) basis.</p>
Work Health and Safety	Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the <i>Work Health and Safety Act 2012</i> , Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.

Induction	All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.
HR information	For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on recruitment@kingborough.tas.gov.au or (03) 6211 8200.