



MAJU PULU KITA | ADVANCE OUR ISLANDS

Position Description

Position	Parks and Gardens
Section	Works and Services
Award / Agreement	Local Government Industry Award 2020
Classification (Level)	Level 2-4
Term of Employment	Permanent
Location	Across all jurisdictions in the Shire of Cocos (Keeling) Islands
Reports to	Leading Hand
Number of Direct Reports	Nil

The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance

General Purpose Funding

Law, Order and Public Safety

Health

Education & Welfare

Housing

Community Amenities

Recreation & Culture

Transport

Economic Services

Other Property & Services

Vision & Values

MAJU PULU KITA | ADVANCE OUR ISLANDS

SERVICE. Provide the best service we can. We serve the community and each other.

ACCOUNTABILITY. We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

SUPPORT. We support our team and our community. Look for opportunities to help each other.

RESPECT. We respect and value others. Our interactions are always respectful towards others.

INTEGRITY. We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

ACHIEVEMENT. Being Proactive and enabling the outcomes. Be creative and think outside the square.

Position Objective



- To ensure the Shire of Cocos (Keeling) Islands road reserves, recreation areas, ovals, common / public areas, vacant land, grounds, parks, grassed areas, gardens and beaches are presented to residents and visitors in the best possible health and quality for the long term
- To ensure facilities and infrastructure within the parks and gardens are maintained to ensure ongoing operation and safety
- To demonstrate a commitment to the principles of the "Tidy Towns" initiative by promoting and actively working towards a litter-free environment

Primary Responsibilities

- Undertake gardening duties including but not limited to mowing, fertilising, planting, pruning, edging, reticulation maintenance and weed control as directed by the Leading Hand.
- Use and maintenance of plant and equipment to ensure best performance and safe operations
- To report damaged infrastructure, parks and garden facilities in a timely manner so they are safe and operable throughout the year
- Talk to visitors to Shire parks and gardens in a friendly and positive manner
- To ensure personal safety and health and that of other people in the workplace
- Participate in developing and following safe work procedures
- Participate in training as required
- Comply with the Shire's risk management policies and procedures
- Demonstrate a commitment to and advancement of the Shire's Purpose and Values (see above)

Required Knowledge & Skills

- Ability to demonstrate the safe operation of minor to medium mechanical plant equipment*
- Ability to maintain minor to medium mechanical plant equipment*
- Ability to work harmoniously in a team environment and accept instruction from leaders and managers
- Well-developed communication and interpersonal skills
- Good time management skills
- Thorough understanding and demonstration of working in accordance with the Work Health and Safety Act and Regulations
- Ability to maintain basic record keeping

**Equipment may include one (1) or all of the following – can crusher, turbo burner, glass crusher, chipper / mulcher, loader / backhoe, Toyota ute & trailer, Mitsubishi truck, tractors and rubbish trailers and other trailers, ride on and push mower, elevated work platform*

Required Qualifications & Experience

- Current HR class drivers' licence
- Previous gardening and landscaping experience; including pruning, fertilizing, mowing, weed control etc. (desirable)

Organisational Relationships

Reports to	Leading Hand
Supervises	Nil
Internal stakeholders / relationships	Works Supervisor, Parks and Gardens, Environmental Officer, and other Shire employees
External stakeholders / relationships	Cocos (Keeling) Islands community members

Accountability and Extent of Authority

- Works under General Supervision
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and Shire policies and procedures, including but not limited to:
 - *Equal Opportunity Act 1984*
 - Delegation Register
 - Code of Conduct (including Confidentiality & Privacy)
 - Customer Service Charter
 - Drug & Alcohol Policy
 - Work Health and Safety Policy

- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the *Work Health and Safety Act* and the *Work Health and Safety Regulations* at all times.

Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.



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Variations to Conditions of Employment

- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.

Acknowledgement

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as a fully comprehensive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire's processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name _____
Employee Signature _____
Date _____

Authorised By
Name _____
Signature _____
Position _____
Date _____