



Position Vacant Town Orderly - Yowah

The Position

As the Town Orderly in Yowah you are responsible for the day-to-day maintenance and cleanliness of their assigned community, and to be Council's first point of contact for the local community.

Selection Criteria

1. Demonstrate on how to undertake all assigned tasks in accordance with Council's WHS policies and procedures;
2. Demonstrate to ensure all Council assets in their care are well maintained and kept in a neat and clean appearance;
3. Demonstrate on how to develop and promote positive relationships with the local community and, where appropriate, assist them in having their enquiries directed to the appropriate department of Council; and
4. Demonstrate to provide a high level of communication and customer service to the community and all workers at Council.

Experience & Qualifications

- Hold or be willing to obtain first aid and Construction Card (White Card);
- Be prepared to have vaccinations appropriate to the duties of the role; and
- Current C class drivers licence (employment is only offered on these being sighted and held throughout employment, if loss of licence occurs, your employment may be terminated).

Benefits

- Part time position for work/lifestyle balance
- A competitive remuneration package is offered, depending on experience and qualifications.
- 4 weeks annual leave with 17.5% loading
- Uniforms provided

A position description is available below. Applications closing on 15 April 2024 at 8.30am.

To apply please email your resume, cover letter outlining your experiences of the selection criteria to hr@paroo.qld.gov.au For further information please contact the HR Officer on 07 4655 8400.

Position Description

Title:	Town Orderly
Award:	Queensland Local Government Industry Award (Stream B) – State 2017, and Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024.
Level:	2
Department:	Parks and Gardens
Location:	Yowah

Position Objectives

As the Town Orderly you are responsible for the day-to-day maintenance and cleanliness of their assigned community, and to be Council's first point of contact for the local community.

Reporting Arrangements and Delegations

- This role reports to the Parks and Gardens Team Leader and has no direct reports;

- You will spend most of your time working under limited supervision; and
 - Report any required repairs to Supervisor and complete relevant documentation and reports.
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Key Selection Criteria

1. Undertake all assigned tasks in accordance with Council's WHS policies and procedures;
 2. Ensures all Council assets in their care are well maintained and kept in a neat and clean appearance;
 3. Develop and promote positive relationships with the local community and, where appropriate, assist them in having their enquiries directed to the appropriate department of Council; and
 4. Provides a high level of communication and customer service to the community and all workers at Council.
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Skills and Experience

- Demonstrated experience operating and maintaining a wide range plant and equipment and be capable of carrying out physical requirements of this position including manual labouring as required;
 - Flexibility to work hours as operationally required to complete works and the ability to work with minimal supervision when necessary; and
 - The ability to communicate effectively to understand, follow and execute verbal and written instructions.
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Qualifications

Essential

- Hold or be willing to obtain first aid and Construction Card (White Card);
 - Be prepared to have vaccinations appropriate to the duties of the role; and
 - Current C class drivers licence (employment is only offered on these being sighted and held throughout employment, if loss of licence occurs, your employment may be terminated).
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Key Responsibilities and Duties

Town Upkeep

- Proven experience in minor repairs, maintenance, and cleanliness of public facilities; and
- Demonstrated experience in utilising small equipment, tractors and slashers and ensuring they are kept in good order.

Council Representation

- Demonstrated commitment to upholding Council's Code of Conduct and Anti-discrimination policies; and
- High level of personal presentation.

Communication and Customer Service

- Basic numeracy and literacy skills to complete timesheets, job cards, defect reports; and
- Prior experience in the use of Microsoft Office and ability to quickly acquire working knowledge of Paroo Shire Council systems; and
- Proven ability to provide a high level of customer service to internal and external stakeholders Strong in person, email, and phone communication skills.

Work Health and Safety

- Capable of carrying out physical requirements of this position including manual labouring as required;
 - Proven experience working autonomously; and
 - Demonstrated commitment to upholding Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.
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ADDITIONAL POSITION REQUIREMENTS

The incumbent must be:

- Prepared to work flexible hours to meet the requirements of the position;
- Willing to obtain a 'Blue Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
- Medically fit and physically capable to meet requirements of the position; and
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment.

Ethical Behaviour

Employees must:

- Perform all jobs, tasks and processes in accordance with relevant guidelines and standards;
- Operate and maintain all Council assets including plant, fleet and equipment within Council guidelines and manufacturers' specifications;
- Behave in a manner consistent with Council's Code of Conduct and HR policies and the Local Government Act 2009; and
- Maintain confidentiality of all Council information obtained during the course of employment.

Customer Service

Employees must:

- Foster and maintain strong public relations with Council's ratepayers, clients and other bodies directly or indirectly associated with Council; and
- Provide consistent and excellent customer services to all stakeholders.

Teamwork and Participation

Employees must:

- Establish and maintain effective professional relationships with the Chief Executive Officer, managers, supervisory staff, employees and contractors; and
- Maintain a positive team culture based on honesty, trust and integrity.

OTHER INFORMATION

- Paroo Shire Council is an Equal Employment Opportunity employer;
- All Employees within Council are subject to an initial three-month probationary period; and
- It is essential that applicants are interested in the lifestyle and unique rewards of working towards the development and prosperity of a small rural remote community.

PHYSICAL REQUIREMENTS

SEDENTARY WORK								
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>		
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>		
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>		
WORK ENVIRONMENT								
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE		
Chemicals	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Dampness	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Fumes/gases	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Heights	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION					
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs					
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS		
This job may include:								
Standing/Walking	Sitting		Driving		Hearing	<input checked="" type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/> None	<input type="checkbox"/>	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>

<input type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	<input checked="" type="checkbox"/>	Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	<input type="checkbox"/>	1-4 hrs	Peripheral Vision	<input checked="" type="checkbox"/>	Finger Dexterity	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs	<input type="checkbox"/>	4-6 hrs			Simple Grasping	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs	<input type="checkbox"/>	6-8 hrs				

POSITION DESCRIPTION ACCEPTANCE

I agree and accept all terms, conditions and duties outlined in this document.

Employee Signature.....

Employee Name.....

Date.....

CEO Signature.....

CEO Name.....

Date.....