



Position Title	Town Orderly	Award	QLD Local Government Industry – State 2017
Location	Yowah	Classification	Level 2
Department	Infrastructure	Employment	Part Time
Reports to	Parks & Gardens Supervisor	Type	
		Duration	On-Going

Paroo Shire Council

Paroo Shire covers 47,633 sq. km and is located in South West Outback Queensland. The region incorporates the towns of Cunnamulla, Yowah, Eulo and Wyandra, with Cunnamulla being the hub of the Shire and centrally situated on the crossroads of the Balonne and Mitchell Highways. The shire has a vast cultural diversity within its vibrant rural communities and has a population of approximately 1600. Cunnamulla, meaning “long stretch of water”, gets its name from the picturesque Warrego River which meanders past the town and is a popular spot for fishing and water sports.

The Paroo Shire has a diversity of landscapes situated in the Mulga lands bio-region of South West Queensland. It is an area rich in history, eco systems, flora and fauna. Main industries within the Shire are beef, goats, fat lamb and wool production, apiary, wildlife harvesting, Opal mining and the growing Tourism Industry.

Our Vision Paroo Shire Council is committed to being progressive in thought and action, where our inclusive communities provide unique places for people to live visit and prosper.

Our Mission To improve Paroo Shire’s assets and amenities, act as a custodian of culture and the environment, and foster sustainable development and innovation.

Our Values In making and implementing our decisions we will be guided by the principles of integrity, efficiency and continuous improvement and exhibit the following values:

P – Pride

A – Accountability

R – Respect

O – Open and Transparent

O – Opportunities for Employment

S – Safety

C – Commitment



The Position

Reporting to the Supervisor Parks and Garden, this role is responsible for the day-to-day maintenance and cleanliness and to be a community representative of Council in their assigned township of Yowah.

Hours of work will be dependent on location and community needs. As a representative of Council, constant professionalism and providing courteous customer service are essential.

Key Responsibilities

- General town maintenance, cleaning of toilet blocks, street cleaning, mowing, maintenance of the Yowah waste facility, airport and cemetery and minor repairs to Council buildings and other town tasks.
- Report any required repairs to Supervisor and complete relevant documentation and reports.
- Ensure appropriate maintenance is occurring of the equipment under control.
- Liaise with supervisor relating to Customer Requests for works.
- Liaise with the Water and Sewerage Supervisor to report leaks and water issues.
- Work under limited supervision and exercise discretion as required.
- Follow all procedures relating to your work correctly.
- Consistently complete allocated tasks within agreed timeframes and keep the supervisor up to date.
- Undertake other tasks within the competency level.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Commitment to Workplace Health and Safety, Council's Code of Conduct and policies demonstrating appropriate behaviour for a public sector employee.

Key Skills, Experience and Qualifications

- 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).
- Proven experience in minor repairs, maintenance, and cleanliness of public facilities.
- Demonstrated experience in utilising small equipment, tractors and slashers and ensuring they are kept in good order.
- Capable of carrying out physical requirements of this position including manual labouring as required. Proven experience working autonomously
- Basic numeracy and literacy skills to complete timesheets, job cards, defect reports. Prior experience in the use of Microsoft Office and ability to quickly acquire working knowledge of Paroo Shire Council systems.
- Demonstrated commitment to upholding Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.
- 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.

Additional Information

- This position is based in Yowah, as indicated in the advertisement. In addition, travel within the Local Government Area and work outside of standard business hours may be required.
- This role is seen as Council's local representative in the area. You must be able to maintain high personal standards and quality of work while working remotely.

Mandatory Requirements

- You must always comply with the Council Code of Conduct for Employees.
- The incumbent must:
 - hold an open or provisional Drivers Licence, and
 - Be medically fit and physically capable to meet requirements of the position, and
 - Undertake a pre-employment medical assessment
 - Undertake a Criminal History Check.

Approval of Position Description

Position Description Approved by: **Cassandra White, Chief Executive Officer, Paroo Shire Council**

Sign

Date

24/08/2021

POSITION DESCRIPTION ACCEPTANCE

- I, have read, understood and accepted the above information summarised in this Position Description.
- I understand that due to operational requirements, my duties and responsibilities may change from time to time and as such this Position Description may be amended.

Sign

Date

HRPD161	Town Orderly	Version	3.0	Revision Date	23/08/2021
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