



Position Vacant WYANDRA

OUTSTANDING OPPORTUNITY for a TOWN ORDERLY

**At the Paroo Shire Council, we believe that our success starts with our people.
We are committed to creating a positive, inclusive, and rewarding work environment where team members feel supported and valued.**

Paroo Shire Council is seeking a highly motivated person to take on the role of WYANDRA'S new Town Orderly role. As a Town Orderly, you will play a pivotal role in driving growth and development across Wyandra's beautiful Town features which benefit in creating a peaceful and friendly sort after village atmosphere.

As the Town Orderly you will be responsible for the day-to-day maintenance and care of the township. This position provides a vital link between the Paroo Shire Council's headquarters in Cunnamulla and the smaller townships of the Paroo Shire and ensures that the town assets are maintained in a clean, safe and operational order.

The position is to present an appealing and well-maintained township with a high level of customer service and provide information and support to other areas of Council when required.

The ideal candidate will have a passion for gardening and general maintenance creating opportunities for businesses and communities to thrive.

An immediate start is on offer so if you are seeking a genuine opportunity and would like to further information, please contact:

Denise O'Brien, Manager Human Resources on 07 4655 8400.
You can email your interest directly to Denise at hr@paroo.qld.gov.au

[Or download directly from our website at
Employment Vacancies – Paroo Shire Council](#)

**Applications are reviewed on a rolling basis and unless filled earlier
will remain open until Friday 23rd April @ 10.00am**



POSITION DESCRIPTION

TOWN ORDERLEY Wyandra, Eulo, Yowah

Position Number:	TBA	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream B) – State 2017		
Certified Agreement:	Paroo Shire Council –Operational Staff Certified Agreement 2021-2024		
Classification Level:	2	Employment Type:	Casual
Department / Team:	Infrastructure		
Reports to:	Parks and Gardens Supervisor	Supervises:	Nil

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 core values:

Pride, Accountability, Respect, Open & Transparent, Opportunities for Employment, Safety and Commitment

Position Objectives

The Town Orderley is responsible for performing maintenance work and all types of construction to a high standard. The position undertakes general labouring duties as required and operates small plant and equipment to the level of their skill and training ability.

Key Responsibilities

- Undertake general labouring duties performing assigned labouring tasks on time and to the required standard.
- Undertake labouring duties, as needed, which may include, but is not limited to lawn maintenance and gardening, manual handling tasks, rubbish collection, bitumen patching, street sweeping, laying pavers, concreting maintenance of parks and gardens within the Shire.
- Undertake maintenance and construction tasks as directed and follow procedures relating to completing work correctly.
- Operate vehicles, small plant, and hand tools aligned to level of skill and competency in a safe and healthy manner.
- Complete relevant safety documents as required, including but not limited to; Plant prestart inspections, SWMS, SOP's, Risk Assessments, JSA's, Take 5's and Hazard Inspections.
- Operate plant to complete assigned tasks on time and to the required standard and perform all work activities in a safe and healthy manner.
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.
- Present to work in a fit manner with a strong commitment to punctuality.
- Be committed to working with site supervisors to achieve high quality work on time and on budget conforming to required specifications and/or works practices.
- Participate in all WHS processes, including consultation.
- Provide a high level of communication within the team and customer service to the Community and Council.
- Undertake other tasks, as needed on the work site, within the scope of the position, consistent with skills, competence and training.

Qualifications, Skills and Experience

Essential

- 'C' Class Queensland Drivers Licence or higher.
- Construction Safety Induction Card (White Card).
- Pre-Employment Health Assessment and National Police Check prior to appointment.
- Demonstrated experience operating and maintaining a wide range plant and equipment and be capable of carrying out physical requirements of the 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.
- The ability to communicate effectively to understand, follow and execute verbal and written instructions.

Desirable

- Plant competencies and licenses including but not limited to: Backhoe Front End Loader, Skid Steer, Excavator, Roller, Grader, Forklift.
- 'HR' Class Queensland Drivers Licence.
- Traffic Controllers Ticket.

Corporate Accountabilities

- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.
- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

Work Health and Safety

Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

Team Contribution

Working as part of a collaborative team and being in a customer facing role, it is also integral that the incumbent of this position delivers exceptional customer service and can positively engage with people from diverse cultures, nationalities, and backgrounds.

You will also:

- Work collaboratively with co-workers, actively contributing to the Shires vision and values.
- Raise issues with a 'solution focus' framework and contribute to a positive working environment.

- Build professional relationships with stakeholders at every level of the Shire.
- Actively display the values of the Shire in every interaction
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.
- Perform other reasonable duties as directed by line management within known skills, knowledge, and capabilities.

Agility Statement

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. This position description may be subject to change from time to time. Any such of duties shall be the subject of discussion with the position incumbent.

Authorisation and Acknowledgement

Signing this position description indicates agreement and acceptance of the contents and conditions.

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

Employee Name:		
Employee Signature:		Date: _____

I Authorise and Approve this Position Description: Town Orderly signed by:

MLeech

2 April 2026

Martin Leech - Chief Executive Officer

Date