

## POSITION DESCRIPTION

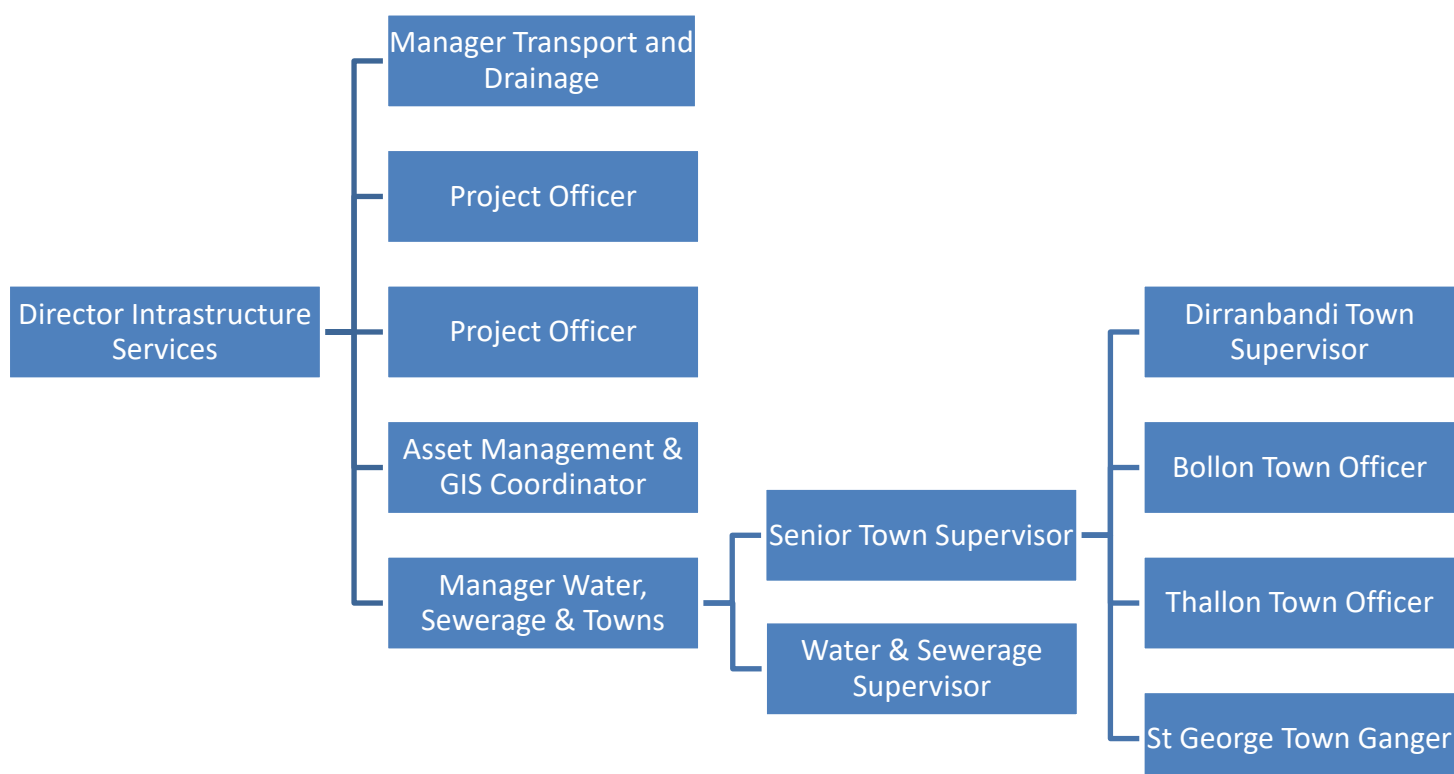
### St George Town Ganger

Position Title	St George Town Ganger
Reports To	Senior Town Supervisor
Immediate Reports	Nil
Principal Location	St George Depot, 191 Grey Street, St George
Employment Basis	Permanent Full-Time

## PURPOSE OF THE POSITION

The **St George Town Ganger** is responsible for assisting with project operations and carrying out town maintenance and construction primarily in St George township.

## ORGANISATIONAL STRUCTURE



### ORGANISATIONAL VALUES



#### **Our Customers**

*The customer is always right. We put the customer at the centre of everything we do. Always say "Thank you". We listen to our customers, understand them and work out how to best serve them. We get things done with speed, conviction and agility. We go the extra mile and exceed customers' expectations.*

#### **Our People**

*We value teamwork and interdependence. We are one team. We have the same relationships with customers as we do with each other. We will strive to be the best - we are restless, always learning, always improving. We value each other - we seek and benefit from diverse people and perspectives. We are ambitious and courageous - we pursue excellence, set new standards and go beyond them.*

#### **Our Reputation**

*Our reputation is our most valuable asset. A good reputation takes effort, patience and time. Destroying a good reputation takes a single moment's misstep. We act honestly and consistently in our behaviours, actions and decisions. We establish trust by keeping our word, communicating effectively and transparently. We are responsive. We resolve errors/mistakes and never make excuses.*

**EXTENT OF AUTHORITY / DELEGATION**

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Works under direct instruction within specific program objectives provided by the Senior Town Supervisor. This position has delegated purchasing authority in accordance with Council's Delegation Register.

**KEY RESPONSIBILITIES**

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***Town Works Team Leadership***

- Assist the Senior Town Supervisor in the organisation and supervision of operational employees, plant, materials and other requirements including (but not limited to):
  - supervision and setup of job sites including contractors and sub-contractors
  - construction and maintenance of town infrastructure and assets
  - survey and design of minor works
  - traffic control + WHS

***Town Works Labouring***

- Undertake labouring duties for town infrastructure construction and maintenance including (but not limited to):
  - parks and gardens maintenance, including working with herbicides and pesticides
  - aerodrome maintenance including mowing, slashing, spraying and ARO inspections
  - footpath construction and maintenance
  - kerb and channel construction and maintenance
  - drainage and culvert works
- Operation of plant and equipment
- Participate in roster system to be 'on call'
- Perform other duties within your capabilities as directed

***General Labouring***

- Undertake labouring duties as required including (but not limited to):
  - road and street maintenance - bitumen patching, gravelling, signs, guideposts, pipes etc
  - traffic control
  - street cleaning, public rubbish disposal and waste collection
  - mowing and slashing

***Organisational Continuous Improvement & Quality Management***

- Willingness and ability to adapt to challenge and opportunities:
  - changing workforce capabilities through multiskilling, succession planning, knowledge management
  - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive coaching and feedback culture
- Willingness and ability to promote and embody a positive attitude by connecting to a sense of purpose
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

***Administration***

- Ensure that Council Policies and manuals are fully understood and adhered to

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- Keep the Senior Town Supervisor appropriately and adequately informed on the current state of activities relating to work projects and to highlight in advance any potential issues
- Maintain a personal time management system to ensure deadlines are met

#### **Risk Management**

- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Complete all required WHS forms within timeframes established
- Utilise all personal protective equipment where supplied for your personal protection
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

## INHERENT REQUIREMENTS

- Ability to use basic numeracy, written and verbal communication skills
- Ability to communicate effectively
- Ability to work as part of a team
- Ability to resolve interpersonal conflict
- Ability to maintain confidentiality
- Ability to physically undertake manual handling tasks
- Ability to supervise others

## CORPORATE RESPONSIBILITIES

All employees are bound by the Queensland *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Council Code of Conduct and relevant policies, procedures and protocols as may be applicable.

## QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

- Cert III Civil Construction or Plant Operation would be an advantage
- Cert III Parks & Gardens or Horticulture would be an advantage
- Minimum two (2) years' relevant labouring and manual handling experience, in similar positions of team leadership
- Current MR class drivers' licence, higher class would be an advantage
- White Card - General Safety induction
- Plant Operator Certificates for plant classifications (backhoe, loader, skid steer loader) would be an advantage
- Traffic Control and Traffic Management tickets
- Chainsaw competency licence
- Ability to interpret and apply policies and procedures
- Demonstrable ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes
- Demonstrable customer service and communication skills with an ability to liaise effectively with people in a culturally diverse environment

## SELECTION CRITERIA

#### **Essential**

1. Minimum two (2) years' relevant labouring and manual handling experience, in similar positions

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2. Current MR class drivers' licence
  3. White Card - General Safety induction
  4. Ability to meet the physical demands of the position

#### Desirable

1. Experience in a local authority
2. Experience in a team leadership role
3. Plant Operator Certificates for plant classifications (backhoe, loader, skid steer loader, excavator)
4. Cert III Civil Construction or Plant Operation
5. Cert III Parks & Gardens or Horticulture
6. Qld Traffic Control and Traffic Management tickets
7. Chainsaw competency licence

## BENEFITS AND CONDITIONS

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Employment will be in accordance with the Local Government Industry (Stream B) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check.
- Salary cash component – Level 5 - \$54,678 per annum.
- 9-day fortnight
- 4 weeks (152 hours) Annual Leave with 17.5% loading per annum.
- 10 days (76 hours) Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement.
- Weekend and after-hours work may be required at times.
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment.
- Superannuation – Guarantee Levy (9.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 12% (employer) are compulsory after 12 months employment. Personal contributions can be salary sacrificed.

All employees are bound to act in accordance with the *Local Government Act 2009* and the provisions of the Council's Code of Conduct.

## HOW TO APPLY

All applications must include –

- a completed Application for Employment Form – available from the Pay Office
- Cover letter
- Resume
- Responses to the selection criteria.

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Applications may be submitted via email, hand delivered or post as follows:

Email: [recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)

Hand delivered: 118 Victoria Street, St George Qld

Post: PO Box 201, St George Qld 4487

**Please quote Council reference – 19/20-014**

For further enquiries regarding this vacancy and associated selection process, please contact:

Mr Peter Willey on 07 4620 8855.

NOTE: All information submitted by an applicant for this role is subject to the *Right to Information Act 2009*. As a result, information submitted by all applicants may be released under the Act if requested.

**APPLICATIONS CLOSE – 5pm, Friday – 22 November 2019**