



## 2025 004 Town Maintenance and Parks and Gardens - Jeparit

Thank you for your interest in applying for the position of Town Maintenance with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Benefits of working with Hindmarsh Shire Council;
- Employment details;
- Position Description;
- Key selection criteria; and
- Application form (online version also available)

For general details of the Council, please refer to the following website:  
[www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au)

For further information about the position or duties involved, please contact Ben Osborne, Operations Coordinator, on (03) 5391 4444 or [hr@hindmarsh.vic.gov.au](mailto:hr@hindmarsh.vic.gov.au) .

### Privacy Statement

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.



## Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

### **Some of the benefits of working at Hindmarsh Shire Council include:**

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



## **POSITION DESCRIPTION**

### **1. POSITION IDENTIFICATION:**

**Position:** Town Maintenance and Parks & Gardens

**Department:** Infrastructure Services

**Starting Point/Location:** The position will be located initially in Jeparit. The employee may be required to change their starting point to a reasonable location within the municipality.

**Classification:** Band 3 per the Hindmarsh Shire Council Enterprise Agreement

**Employment Type:** Full Time, Permanent

### **2. CURRENCY:**

**Date Approved:**

**Name of Occupant:** Vacant

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Prepared By:** Angela Veitch **Date** 25 June 2021

**Approved By:** Daniel Griffiths **Date** 7 January 2024

**H.R Approved:** Angela Veitch **Date** 22 November 2023

**Acting C.E.O Approved:** Monica Revell **Date** 22 November 2023



## **Employment Details for the Position of: Town Maintenance and Parks & Gardens Employee**

<b><u>Status:</u></b>	Permanent, Full time
<b><u>Location:</u></b>	The position will be located initially in Jeparit. The employee may be required to change their starting point to a reasonable location within the municipality.
<b><u>Enterprise Agreement:</u></b>	Hindmarsh Shire Council Enterprise Agreement
<b><u>Classification:</u></b>	Band 3 with Works Allowance in accordance with the Hindmarsh Shire Council Enterprise Agreement.
<b><u>Salary:</u></b>	\$33.20 per hour plus Superannuation (including Works Allowance)
<b><u>Superannuation:</u></b>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<b><u>Hours:</u></b>	This position is Full Time and you are required to work 76 hours per fortnight. Outdoor Staff are employed under a '9 day fortnight' scheme.
<b><u>Qualifying Period:</u></b>	This position is subject to an initial six (6) month qualifying period.
<b><u>Annual Leave:</u></b>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading.
<b><u>Sick Leave:</u></b>	Twelve (12) days sick leave pro rata per annum.
<b><u>Long Service Leave:</u></b>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<b><u>Pre-Employment Medical:</u></b>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<b><u>Security Check:</u></b>	It is a condition of employment that appointees must undertake a police check and an Employee Working with Children Check prior to commencement of work.



### **3. POSITION OBJECTIVES:**

To plan and undertake duties relating to the maintenance of township facilities, including parks and gardens, and in support of Council's Road Maintenance and Construction program using appropriate equipment and skills.

### **4. KEY RESPONSIBILITY AREAS:**

- To maintain township area in a tidy condition including sweeping of streets, removal of litter, cleaning of toilets and maintenance of lawn and garden areas.
- To undertake garden maintenance, including spraying, weeding, pruning and mowing.
- Maintain and assess street trees in accordance with Council policy and make recommendations with regards to trimming and removal
- To carry out minor repairs and maintenance to street furniture, buildings and other Council properties.
- Perform checks and maintain weirs.
- Maintain the general appearance of the Depot yard, buildings and surrounds.
- Clean Depot staff facilities, including kitchen and bathroom.
- Perform duties of Relief Plant Operator as directed by Team Leader Works to assist with construction and maintenance works throughout the Shire.
- Carry out other duties as directed from time to time by the Team Leader Works, which are within the competence and skills of the employee.
- To provide, when requested by the Team Leader Works, on-the-job instruction and training to other employees in an effective and courteous manner.
- Maintain accurate records of work and resources used and submit within the required timeframes. This includes daily timesheets, work tickets and stock use.
- Provide to the Team Leader Works all necessary explanations of problems or issues encountered on the job that affects safety, proper completion of the job, or details that may provide a better way of doing the job.
- Report the need for maintenance and/or repair of Council assets observed during the course of undertaking your normal duties.
- Display safe working practices in accordance with OHS legislation, codes of practice and standards.
- Attend training courses, seminars, team meetings and conferences as required.
- As a highly visible employee of Hindmarsh Shire Council, at all times exhibit professional behaviour and driver courtesy.
- Participate in productivity and continuous improvement initiatives.



## 5. **ORGANISATIONAL RELATIONSHIPS:**

Reports to: Team Leader Works - East

Supervises: Nil

Internal Contacts: All staff

External Contacts: Contractors, suppliers, general public.

## 6. **OCCUPATIONAL HEALTH AND SAFETY:**

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must:-

- Take reasonable care for their own health and safety.
- Notify the Team Leader Works of their inability to carry out any physical task that is outside their capability.
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions in the workplace.
- Cooperate with respect of any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of Safe Work Method Statements (SWMS).
- Complete Accident, Hazard and Near Miss Reports in a timely manner.
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety.
- Use protective equipment or clothing, including UV protective clothing and hats, provided by Council at all required times.
- Employees should immediately notify their Team Leader Works in the event of any injury, near miss, damaged equipment or other workplace hazard.
- Actively participate in Council safety programs.

## 7. **RISK MANAGEMENT:**

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors.
- Take all reasonable action to protect Council assets from damage and or loss.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

## 8. **RECORDS MANAGEMENT**

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and



- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.

**9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

- Responsible for care and maintenance of minor plant and tools used in possession.
- Work is performed alone or in a team environment, under general supervision of the Team Leader Works.
- Responsible to ensure that works are undertaken in an efficient and safe manner which ensures the safety of all staff and members of the public. This includes the wearing of appropriate safety gear and protective clothing.
- This position will have contact with the public and may involve problem solving for residents and visitors.
- Responsible for assessment of street trees in accordance with Council policy and removal and pruning of trees on nature strips that may cause a public risk.
- Accountable to the Team Leader Works for the quality, quantity and timeliness of own work as far as available resources permit.
- Accountable to the Team Leader Works for meeting established and/or expected daily timeframes for tasks that have been set and to deal with any urgent tasks in a timely manner as they arise.

**10. JUDGEMENT AND DECISION MAKING:**

- Managing time to meet work requirements.
- The nature of the work is clearly defined with established procedures well understood or clearly documented.
- Work to be undertaken will involve selection from a range of tools, equipment methods and materials to complete the task.

**11. SPECIALIST KNOWLEDGE AND SKILLS:**

- Ability to perform basic plant maintenance

**12. MANAGEMENT SKILLS:**

- Provide on-the-job training and guidance, as requested by the Team Leader Works

**13. INTER-PERSONAL SKILLS:**

- Basic skills in oral and written communication
- The ability to communicate with members of the public.
- Ability to communicate with other employees and work as part of a team.



**14. QUALIFICATIONS AND EXPERIENCE:**

- Current Driver Licence with a Medium Rigid endorsement (Heavy Rigid desirable)
- Construction Induction (White Card) training
- Current Front End Loader competency
- Qualifications and/or experience in horticulture, landscaping or related field is desirable
- Current Forklift competency and high risk work license is desirable.

**15. EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

**16. PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

**17. KEY SELECTION CRITERIA:**

- Essential requirements:
  - Construction Induction (White) Card
  - Current Australian Driver Licence with Medium Rigid endorsement.
  - Current Front End Loader competency
- Highly Desirable:
  - Qualifications or proven experience in working in horticulture, parks and gardens or related field
  - Current Forklift competency and High Risk Work License
  - Driver Licence with Heavy Rigid endorsement
- Knowledge of Occupational Health and Safety procedures.
- Past proven experience in basic routine plant maintenance and operation of gardening plant and equipment including ride on lawn mowers.
- Past experience in working as part of a team.
- Physically able to carry out the position.
- Willingness to undertake a pre-employment medical.

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# APPLICATION FORM

Esse This application pro-forma will form the basis of your application. **Copies of any certificates, licences, references etc. must be attached to this application.**

The below must be completed in full:

<b>Position</b>	<b>2025 004 Town Maintenance and Parks and Gardens Jeparit</b>
<b>Name</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Employment History</b>	
<b>Name of Current Employer</b>	
<b>Position Held</b>	
<b>Date employed from</b>	
<b>Roles and responsibilities</b>	
<b>Name of Previous Employer</b>	
<b>Position Held</b>	
<b>Date employed (from and to)</b>	
<b>Reason for leaving (optional)</b>	
<b>Roles and responsibilities</b>	

<b>Name of Previous Employer</b>	
<b>Position Held</b>	
<b>Date employed (from and to)</b>	
<b>Reason for leaving (optional)</b>	
<b>Roles and responsibilities</b>	

<b>Do you have any past or present medical conditions that may create risk for you in undertaking the requirements of this position?</b>	Yes/No If yes, please specify:
<b>What skills and experience could you bring to this position?</b>	
<b>What qualifications, licences and certificates do you currently hold?</b>	

<b>KEY SELECTION CRITERIA</b>
<b>Please describe how you meet the key selection criteria (2-3 sentences)</b>
<b>Essential Requirements</b>
<b>Construction Induction Card:</b> <input type="checkbox"/> YES   <input type="checkbox"/> NO
<b>Current Australian Driver Licence with Medium Rigid Endorsement:</b> <input type="checkbox"/> YES   <input type="checkbox"/> NO
<b>Current Front End Loader Competency:</b> <input type="checkbox"/> YES   <input type="checkbox"/> NO
<b><i>If you answered NO to any of the above, are you willing and able to obtain?</i></b> <input type="checkbox"/> YES   <input type="checkbox"/> NO
<b>Highly Desirable – Qualifications or proven experience in working in horticulture, parks and gardens or related field</b>
<b>Highly Desirable – Current Forklift competency and High Risk Work Licence</b>

**Highly Desirable – Driver Licence with Heavy Rigid Endorsement**

**Knowledge of Occupational Health and Safety procedures**

*Write 2-3 sentences demonstrating your knowledge and experience*

**Past proven experience in basic routine plant maintenance and operation of gardening plant and equipment including ride on lawn mowers.**

*Write 2-3 sentences demonstrating your knowledge and experience – use examples to strengthen your response*

**Past experience in working as part of a team**

*Write 2-3 sentences demonstrating your knowledge and experience – use examples to strengthen your response*

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**Physically able to carry out the position**

YES |  NO

**Willingness to undertake a pre-employment medical, a police check and a Working with Children Check**

YES |  NO

**REFEREES**

<b>Name</b>	
<b>Phone Number (business hours)</b>	
<b>Organisation</b>	
<b>Position</b>	
<b>Name</b>	
<b>Phone Number (business hours)</b>	
<b>Organisation</b>	
<b>Position</b>	

## ATTACHMENTS

Please attach copies of your qualifications, licences and certificates to this application.

Documents you believe support your application for this position including a current resumé should also be attached.

## STATEMENT

In signing this document you declare that all statements made by you in this application are true and correct. You understand that if successful, Council will need to sight the originals of all licences, certificates and qualifications that you have stated. Copies of all these documents will be made for your personnel file.

In giving the names of referees, you have approached them and they have agreed to being contacted regarding your employment with them. Council will only contact referees *after* the interview stage.

<b>Name</b>	
<b>Signed</b>	
<b>Date</b>	

### PRIVACY & CONFIDENTIALITY

Under current legislation, if you are unsuccessful in this position, Council is required to hold your application in secure (locked) storage for a period of no less than six (6) months.

Should you be successful in obtaining a position with Council, a personnel file will be created and held in secure (locked) storage of which this application and attachments will become a part of. Under current legislation, a personnel file must be destroyed thirty-five (35) years after termination of employment.