

## POSITION DESCRIPTION

|                                            |                                                                     |
|--------------------------------------------|---------------------------------------------------------------------|
| <b>Position Title:</b>                     | <b>Water Truck Operator</b>                                         |
| <b>Award/Agreement:</b>                    | <b>TOC Industrial Agreement 2024</b> (and any subsequent agreement) |
| <b>Classification level:</b>               | <b>4</b>                                                            |
| <b>Directly reports to:</b>                | <b>Manager Parks &amp; Environment</b>                              |
| <b>Positions under Direct Supervision:</b> | <b>Nil</b>                                                          |

### Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km<sup>2</sup>. The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

### Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

### Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

### Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

## OBJECTIVE OF THIS POSITION

This position contributes to the Town's management of its parks, streetscapes and trees through operation of the Town's water truck and assisting with maintenance of reserves and natural areas.

### Objective 1: Water Truck Operations

- Operate the Town's water truck to perform all allocated tasks to the required standards and within the required time frames.
- Conduct routine inspections to ensure the truck remains in optimal working condition and report any issues or malfunctions.
- Follow all procedures and safe work methods relating to the work being undertaken.
- Assist all departments in the Town with water requirements.
- Drive safely at all times.

### Objective 2: Horticulture and Maintenance

- Pruning of plants and horticultural maintenance.
- Young tree maintenance (watering, mulch bowls, formative pruning, staking, tying)
- Application of horticulture chemicals and fertilisers to treat pests and diseases.
- Undertake chemical spraying when necessary (weed control).
- Undertake on ground installation of annual tree planting and garden bed infill planting program.
- Watering of landscaped areas and new plantings.
- General park maintenance and inspections.
- Reporting of maintenance or other issues in relation to parks, playgrounds and furniture.
- Supervising external contractors on site.
- Assist team members, community groups and contractors with their daily work requirements in a friendly, helpful and professional manner.
- Ensure that tools and equipment operate efficiently, are maintained in a safe condition, and report any faults.
- Liaise with the Manager Parks and Environment for the provision of equipment and materials needed to carry out general maintenance.
- Update and maintain watering list in Microsoft Excel
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

### Objective 3: Work Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

### Objective 4: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.

- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Ensure compliance with purchasing policies and best practice in purchasing.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

#### **Objective 5: Continuous Improvement (All Staff)**

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

### **SELECTION CRITERIA**

#### **Essential**

- Heavy Rigid (HR) Licence
- Experience driving 8 tonne water truck or similar.
- Knowledge of horticultural practises.
- Sound knowledge, experience with and maintenance of the safe operation of hand tools, minor plant.
- Ability to work alone and with minimal supervision.
- Ability to work in a team environment.

#### **Desirable**

- Sound knowledge of tree & plant species and their cultural requirements.
- Certificate of Horticulture or equivalent field or previous experience in a similar position.
- Chainsaw Operators Ticket.
- Previous experience in Local Government.
- Chemical spraying training or knowledge

### **REQUIREMENTS**

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Provide a Police Clearance (at employee cost).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

## PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6-month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

### Signatures

#### Director

Signature

Date

#### Employee

Signature

Date