



## POSITION DESCRIPTION

<b>POSITION</b>	<b>Trainee Weeds Officer</b>
<b>BAND / LEVEL</b>	<b>T1- B1/L2</b>
<b>PLACEMENT</b>	<b>2 Years Full-Time Temporary 38hrs/Week</b>
<b>PROBATION</b>	<b>3 Months</b>

### **POSITION PURPOSE/OBJECTIVE: -**

- To receive training in weed control and management;
- To carry out weed control and conservation land management operations in areas under Council's jurisdiction; and
- To carry out all required tasks as instructed by supervisor.

### **EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES: -**

#### **ESSENTIAL:**

- NSW School Certificate or equivalent.
- Proven reliability
- Appreciation for the environment
- Ability to work as part of a team
- Able to swim.
- Basic writing skills.
- Ability to follow instruction
- Basic computer literacy

#### **DESIRABLE:**

- Class 1A Driver's Licence (auto and/or manual)
- NSW Boat Licence

#### **ESSENTIAL POST EMPLOYMENT REQUIREMENTS (provided by Council):**

- Successful completion of Certificate III Conservation and Land Management (or similar);
- Obtain Chemcert/Smart Train accreditation or equivalent.
- Obtain Senior First-Aid Certificate.

- Obtain operational knowledge of Council plant and equipment.
- Prepared to receive training in all aspects of the operations.

**ESSENTIAL POST EMPLOYMENT REQUIREMENTS (provided by Employee):**

- Class 1A Drivers Licence (manual or auto)

**RELATIONSHIPS:-**

**Reports to:** Weed Control Coordinator

**Key Internal Relationships:** Ability to work as an effective member of a small team.

**SPECIFIC RESPONSIBILITIES:-**

1. Work under the direction of the Coordinator or Weed Officer.
2. Carry out regular checks and maintenance on equipment including vehicles and spray equipment according to capabilities as prescribed by the manufacturers' requirements.
3. Read and understand the requirements of the printed label of each package or drum of herbicide used.
4. Follow instructions provided on herbicide labels and observe all health and safety requirements for operators, fellow workers, the public, non-targeted plants and animals as well as the environment.
5. Undertake appropriate weed control techniques or operate plant and equipment associated with the job.
6. At the end of each day, carry out specific decontamination procedures of oneself, the vehicle and spray equipment.
7. Maintain records and report to supervisor for:
  - Timesheet (account for labour use daily)
  - Operational Reports
  - WHS Assessments
8. Observe the legislative requirements, such as:
  - Biosecurity Act 2015
  - Pesticides Act, 1999
  - Workplace Health and Safety Act, 2011
  - All other common law requirements

9. Carry out any other reasonable duties as directed by the Weed Control Coordinator and/or Site Supervisor (Weed Officer).

**WHS:-**

- o Act in accordance with the HRCC WHS Management Policy and Plan
- o Comply with councils WHS Management Plan, including but not limited to WHS Policies, Safe Working Method Statements, Risk Assessments / Work Instructions and associated system tools in their relevant work area.
- o Adequately familiarise themselves with all their WHS responsibilities.

**COMMUNICATION:-**

To relay and receive information in regard to issues relative to this position and communicate with other Council Staff and the general public.

**JUDGEMENT & PROBLEM SOLVING:-**

This position required to:

- Follow Council's Policies and procedures.
- Follow direction and instruction.

## HRCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

Please contact the OH&S Officer if assistance is required in completing this form.

**Position:** Weed Officer Trainee

**Responsible Manager/Supervisor:** Weed Control Coordinator

**Date:** 30/6/2020

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed, ratings as follows:

No Exposure = 0	Low Exposure 0 – 2hrs daily = 1
Medium Exposure 2 – 4hrs daily = 2	High Exposure 4 – 8hrs daily = 3

PHYSICAL REQUIREMENTS				WORKING CONDITIONS			
Heavy Manual Tasks	1	Shoveling/Digging	1	<b>CHEMICALS</b>		<b>PHYSICAL</b>	
Light Manual Tasks	2	Pushing loads > 5kgs	1	Dusts	1	Inside Work	1
Repetitive Lifting	1	Pulling loads >5kgs	1	Liquids	3	Outside Work	3
Trunk Twisting	1	Frequent bending/ stooping	1	Mists / Fumes	2	High Temperatures > 38deg	3
Standing for extended periods	1	Sitting for extended periods	2	Gases/Vapours	1	Low Temperatures < 3 deg	2
Kneeling for extended periods	1	Hearing above background noise	2	Odours	1	Operating Machinery	1
Extend arms for reaching	1	Walking on uneven ground	2	Working with Solvents	1	Working Near Machinery	3
Elevating arms above shoulder height	1	Walking for extended periods	2			Working at Heights	0
		Colour Vision	3	<b>BIOLOGICAL</b>		Noisy Work Areas	1
Climbing to access/ exit excavations	0	Depth Perception	3	Possible exposure to Hepatitis A, B, C	3	Vibration	0
Throwing	1	Balancing	1	Pesticide Spraying	3	Confined Spaces	0
Crawling	2	Fine Manipulation	0	Herbicide Spraying	3	Prolonged Driving (periods > 2hours)	0
				Possible exposure to Tetanus	3	Working Alone	0
						Overhead Work	0
<b>USE OF PERSONAL PROTECTIVE EQUIPMENT</b>						Use of Computer for screen based activities.	1
Safety Boots/Shoes	3			<b>BIOMECHANICAL</b>		Prolonged Sitting (periods > 1hour)	2
Dust Mask/ Respirator	1			Repetitiveness	1	Prolonged Standing (periods > 1 hour)	1
Protective Eyewear	1			Fatigue	1	Working near water	2
Ear plugs/Muffs	1						
Hard Hat	1						