

POSITION: WEED CONTROL ASSISTANT

REPORTS TO: TEAM LEADER RECREATION WORKS - WEEDS

ACCOUNTABLE TO: BIOSECURITY & ENVIRONMENTAL OPERATIONS ADVISOR

GROUP: INFRASTRUCTURE AND WORKS

DATE REVISED: JUNE 2021

ROLE CHARTER

This role charter is a broad description of the accountability and duties of an employee of Maitland City Council. The role will evolve and changeover time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

OUR GUIDING PRINCIPLES ARE:



MAKE THINGS EASY

Do the hard work to make things intuitive for me.



BE WELCOMING

Care for me as a person, not a task or a number.



BE OPEN MINDED

Listen to me and work with me to find solutions.



LOOK OUT FOR ME

Thoughtfully anticipate what will make my days go smoother.



KEEP YOUR PROMISES

Follow through on your commitments to me.

PRIMARY PURPOSE

To assist the Infrastructure and Works department in protecting and maintaining Council's natural areas, rights of way, recreation open spaces and reserves through the treatment and control of priority and environmental weeds.

CORE ACCOUNTABILITIES

1. Apply effective control treatments to priority and environmental weeds growing on Council owned and managed land as directed by the Team Leader Recreation Works - Weeds.
2. Maintain records of pesticide use as per the Pesticides Act 1999 and Council procedures.
3. Utilise measures that minimise the risks associated with the use of chemicals.

4. Provide advice and support on weed identification and correct control methods including chemical treatments as per product labels, safety data sheets and APVMA permits.
5. Assist in weed control within Council's parks, gardens and ovals when required.
6. Receive, process and action community requests and complaints and ensure adequate and timely feedback in response.
7. Operate plant and equipment in accordance with the requirements of statutory authority regulations and according to site conditions and Council's operating procedures and standards.
8. Assist in Council's community weeds education program through participation in field days and other community education opportunities.
9. Inspect private and public land for the presence of priority weeds.
10. Assist in the enforcement of the Biosecurity Act 2015.
11. Utilise Council's weeds mapping program to accurately map and record data on priority weeds infestations and treatments.

Undertaking any other duties, projects or tasks as directed by the Team Leader which are within the employee's skills, competence and training.

The incumbent is to behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

ESSENTIAL CRITERIA

1. Certificate III in Conservation and Land Management or equivalent discipline.
2. Demonstrated contemporary experience and knowledge in the identification of priority weeds and the correct selection and use of pesticides and spray equipment.
3. Demonstrated oral and written communication skills with the ability to negotiate with people.
4. Basic computer skills including the use of the Microsoft Office Suite and the ability to use a tablet with basic mapping software.
5. WorkCover Construction General industry Induction.
6. AQF3 Chemical Use Certificate.
7. Current Class C Drivers Licence.

DESIRABLE CRITERIA

1. Working knowledge of the Biosecurity Act 2015 and other relevant legislation.
2. The following Traffic Control tickets:
 - Apply Traffic Control Plans
 - Select/Modify Traffic Control Plans
3. NSW Maritime General Boat Licence.
4. Chainsaw Operators Ticket.



Date:

Agreed:

Employee Name

Employee signature

