



# Position Description

## Weed Spray Operator

Directorate	General Manager
Location	NEWA LCA
Classification/Grade/Band	Band 2 Level 1
Position Code	3
Date position description approved	August 2023

### Council overview

New England Weeds County Council is a single purpose organisation that provides services in the areas of biosecurity management (weeds control, education, inspection and monitoring). This position is required to develop grant and vegetation control projects and to *assist* the inspection and regulatory team to meet grant funding, regulatory and financial outcomes required by the government and rural community.

### Council values

Refer Councils Business Ethics Policy

### Primary purpose of the position

This position is responsible for working collaboratively within the Weed Spray Team and with the Biosecurity Team to deliver high-level site-specific chemical application for the control of weeds for the Region in accordance with the local and region strategic plans, and state and national objectives.

### Key accountabilities

Within the area of responsibility, this role is required to:

- Undertake spray operation duties including chemical handling, allocation, and storage and spraying; maintenance and cleaning of spray equipment and tools; and weed identification and reporting.
- Assist in the development and implementation of maintenance schedules for spray operations in accordance with annual works programs.
- Operate and maintain Council plant and equipment and spray application equipment.
- Operate and maintain items of plant (utility, chainsaw, spray), equipment, tools (hand and power) and personal protective equipment and clothing in accordance with Council standards.
- Respond to customer service requests in accordance with approved service levels.
- Undertake administrative duties relevant to the role including but not limited to; Work Health & Safety documentation (i.e. site safety inductions, risk assessments), quotations and orders; timesheet and leave authorisations, maintenance of registers etc.
- Perform all duties in accordance with work health and safety and equal employment legislation
- Perform other duties and functions as directed from time to time.
- Perform all duties in accordance with the requirements of relevant legislation.

## Key challenges

- Effectively engaging with customers and stakeholders, providing sound advice and applying appropriate regulations as they relate weed spraying activities.

## Key internal relationships

Who	Why
Team Leader Biosecurity, Biosecurity Officers and Projects Officer	To assist all staff to control and treat weeds as per identified programs.

## Key external relationships

Who	Why
NSW DPI, LLS and the Public	To work cooperatively with DPI and LLS. To assist the public with education on weed management and control requirements.

## Key dimensions

## Decision making

- Make day to day decisions with regard to weed spraying activities.

## Reports to

Team Leader Weed Control

## Essential requirements

- Qualifications relevant to the role e.g. Certificate II or III in Chemical Handling
- Demonstrated experience relevant to the role.
- Class C Driver's Licence.
- AQF III Chemical Application Certificate.
- General Construction Induction Training Card (White Card).
- Current NSW Class C Driver Licence and the ability and willingness to travel.
- Physically capable to undertake the inherent requirements of the job.
- Proven competence in the use of Microsoft Office 365 and other software applications.
- Demonstrated ability to work effectively in a team and independently.
- Demonstrated time management, planning and computer skills.
- Sound communication (oral and written) and interpersonal skills.
- Demonstrated commitment to deliver quality customer service, contribute to service improvements and adapt to change.
- Demonstrated knowledge and understanding of the Work Health & Safety Act and Equal Employment Opportunity principles.

## Desirable requirements





- Current NSW RTA Traffic Certificate – Introduction to Traffic Control (Yellow).

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

## Local Government Capability Framework

Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	<b>Act with Integrity</b>	Intermediate
	<b>Demonstrate Accountability</b>	Foundational
 <b>Relationships</b>	Communicate and Engage	Intermediate
	<b>Community and Customer Focus</b>	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Create and Innovate	Foundational
	Deliver Results	Intermediate
 <b>Resources</b>	Finance	Foundational
	Assets and Tools	Intermediate
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way</li> <li>• Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>• Maintains ethical practices, standards and systems and reinforces their use</li> </ul>
<b>Personal Attributes</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Is prepared to make decisions within role requirements</li> <li>• Addresses situations before they become crises and identifies measures to avoid recurrence</li> <li>• Takes responsibility for outcomes, including mistakes and failures</li> <li>• Follows safe work practices and does not take unnecessary risks.</li> </ul>
<b>Relationships</b> Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> <li>• Demonstrates a thorough understanding of the interests, needs and diversity in the community</li> <li>• Delivers a culture of quality customer service</li> <li>• Maintains good relationships with customers and the community</li> <li>• Ensures that the customer is at the heart of service provided</li> <li>• Makes improvements to processes and practices to improve service delivery</li> <li>• Works towards social, environmental and economic sustainability in the community/region</li> </ul>
<b>Resources</b> Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>• Selects appropriate technologies for projects and tasks</li> <li>• Identifies ways to leverage the value of technology to achieve outcomes</li> </ul>