



## Northern Peninsula Area Regional Council

PO Box 200, Bamaga, Qld 4876

Telephone: 07 4090 4100

Fax: 07 4069 3264

ABN: 27 853 926 592

Enquiries: HR Department

Phone: 07 48 6613

Email: [hrdepartment@nparc.qld.gov.au](mailto:hrdepartment@nparc.qld.gov.au)

### POSITION DESCRIPTION

#### NORTHERN PENINSULA AREA REGIONAL COUNCIL (NPARC)

Position number	TBD	Date of last review	September 2023
Position Title	Jardine Ferry Supervisor		
Award	Queensland Local Government Industry (Stream B) Award – State 2017		
Classification	<b>Band 2, Level 1- 4 (Depending on Skills; Qualifications and Experience)</b>		
Division	Community & Regulatory Services		
Section	New Mapoon		
Location	Jardine River		
Position Status	Full Time		
Supervisor	Manager Jardine River Ferry		

#### ORGANISATIONAL ENVIRONMENT

##### Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

##### Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

##### Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

#### CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local*



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*Government Industry (Stream B) Award – State 2017, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.*

### **WORK HEALTH AND SAFETY RESPONSIBILITIES**

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

#### **1. PRIMARY OBJECTIVES OF THE POSITION:**

Under the general direction of the Manager and Executive Manager, oversees the daily operation of assigned terminal/Ferry Operation and coordinate with associated vehicle/s that are crossing the ferry and to have full responsibility for safety of passenger in the vehicle/s and of the workers on duties. Provide work duties for all ferry operators and must be able to direct others clearly, make decisions, set goals and standards, and develop plans for achieving them. This position will also require some weekend, night and holiday schedules (for emergency cases only).

#### **2. CONDITIONS OF EMPLOYMENT:**

The conditions of employment for this position are in accordance with the NPARC Certified Agreement 2019, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

#### **3. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:**

The employee shall comply, so far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

#### **4. KEY DUTIES AND RESPONSIBILITIES:**

*Duties and responsibilities include but are not limited to:*



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- The place of work is the Jardine River Ferry and Roadhouse it is the employee's responsibilities to be at work by the start time each day.
- Complete 20 days training under direct supervision to gain knowledge; experience and confidence to operate of the Ferry according to the roster and service schedule and Maritime Safety regulation.
- Provide customer service, selling tickets and a limited range of kiosk goods by following the administration procedures.
- Under direct supervision to gain knowledge; experience and gain confidence in assisting with maintenance of the Ferry and associated equipment's; refuelling of Ferry and Generators as required.
- Ensure Ferry is secured and safe when not attended; that Ferry gates and chains are closed, and all safety requirements are followed.
- Clean and maintain BBQ, toilets, showers and other facilities as needed.
- Mow grass and maintain grounds.
- Provide good customer services to travellers.
- Under direct supervision to gain knowledge; experience and confidence to assist in other enterprises ventures as required.
- Other duties as directed by the Ferry Manager

### 5. SELECTION CRITERIA:

#### Essential

- Coxswain or current Boat License
- Capability to achieve good skills in Ferry operations and maintenance and ability to quickly adapt to new machinery and equipment.
- Proven reliable work history, able to follow direct instructions from supervisor and show commitment to work independently when required.
- Capability to produce quality standard of customer service experience with both indigenous and non-indigenous residents and tourists.
- Ability to communicate well with colleagues and customers.
- Understanding practical application Workplace Health and Safety requirements.
- Good cash handling skills and ability to pass criminal history check.
- Ability to work well with Team and independently
- Able to work in hot, humid and remote location.
- Current Driver's License and own transport to get to and from Jardine River Ferry Service.

#### Desirable

- Hold Current Drivers Licence
- Current First Aid Certificate or ability to obtain

### PERFORMANCE INDICATORS:

- As required and expected workplace attendance rate, with consistent punctuality.



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- Completion of all duties in a timely and efficient manner.
- Compliant notification to supervisor in respect to work absence and leave requirements.
- Compliance with all Council policies & procedures, with high regard to Confidentiality, Code of Conduct and WH&S procedures.
- Modelled high standard of behaviour and work ethics as a Supervisor.
- Safe work practices developed and followed.
- Effective in building and sustaining professional relationships.
- Knowledge of physical and electronic use Council operating systems.
- Distinguishes between professional and private conduct and behaviour.
- Demonstrates flexibility to complete prioritized scheduled deadlines with importance.
- Utilizes resources to meet demand.
- High standards of work quality and behaviour.
- Workplace, Health and Safety is abided by and shared with others.
- Promotes positive behaviour to reflect NPARCs good standing within the community.

We agree that this Position Description accurately reflects the role.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Exe. Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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