



Northern Peninsula Area Regional Council

Employment Opportunity

Casual Yards Person - HACC

Employment opportunity

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council (NPARC) is seeking applications from a suitable, motivated individual for the position of Casual Yards Person to join the HACC Team.

The primary aim of this position involves yard maintenance and gardening services to ensure client safety and maintain the Centre's gardens.

In this role you will have the opportunity to:

Key Responsibilities:

- Collect and dispose of rubbish, and upkeep the center's gardens including pruning, Whipper snipping, mowing and litter and disposal.
- Ensure client yards are well-maintained for safe access and egress.
- Take responsibility for the welfare, comfort, and safety of both clients and staff.
- Support group activities as needed.
- Assist with client transportation as required.
- Provide assistance during meal service runs as required.
- Maintain water sprinklers, ensuring the grass remains green, neat, and tidy.
- Water garden beds and plants while adhering to water restrictions.

Weekly

- Hose down and disinfect bins after garbage is collected or taken to the dump.
- Assist other staff members with daily vehicle maintenance checks for all service vehicles.
- Maintain the yardman vehicle, including weekly pre-start checks, ensuring it is washed, cleaned and free from damage.
- Ensure the center shed is kept clean, tidy, and organised.

Quarterly

- Gurney the exterior of buildings.
- Hose down, clean, and organise the outdoor storage container.
- Clean medical equipment such as wheelchairs, toilet commodes, shower chairs, etc.
- Clean ceiling fans and air conditioner filters.
- Maintain and clean exterior safety screens and concrete pathways.
- Perform other related duties as required.

Key Performance Indicators:

- Completion of all duties (as noted above) in a timely and efficient manner
- Appropriate notification to supervisor in respect to work absences and leave requirements
- Ensure punctuality by arriving on time for all scheduled shifts, and tasks, demonstrating reliability and commitment to the role.
- Being punctual helps maintain a smooth workflow and ensures that all responsibilities are completed on time.
- Compliance with all Council policies and procedures
- Compliance with the Council's Code of Conduct
- Compliance with relevant WH&S standards; Safe work practices developed and followed
- Modelled high standard of behaviour and work effort for others to follow
- Effective working relationships within team, Council staff and with community and external agencies; conflicts managed constructively.
- Knowledge of systems and standards used to continuously improve efficiency and effectiveness.
- Demonstrated flexibility to shift priorities and move resources to other work to meet demand.
- Effective working relationships maintained; conflicts dealt with constructively.
- Build and sustain positive relationships with team members, stakeholders and clients.
- Importance of workplace health and safety is understood and shared with others.
- High standards of work quality and behaviour earned respect in the community and within NPARC.
- High standards of work quality and behaviour that promotes NPARC within the community.
 - Help other team members when required

In return for your valued contribution, you will be rewarded with:

- Casual Employment
- 38hrs per week (as required)
- Salary \$56,717.95 per annum plus Superannuation
- Steam B, Band 1, Level 1-1 (depended on experience, skills, and qualifications)

- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essentials

- Understanding of local indigenous knowledge.
- Current driver's license.
- Ability to work as part of a team.
- Excellent communication skills.
- Act in a profession manner.

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au or hrdepartment@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 and/or 07 40486614 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Monday 17th February 2025 @ 5.00pm