

Maintenance & Livestock Specialist

POSITION DESCRIPTION



Position Number:	1946
Department:	Communities and Lifestyle
Section:	Communities and Culture
Unit:	Heritage Services
Position Status:	Permanent Full Time
Classification:	Level 4 - Rockhampton Regional Council Certified Agreement 2022 – External Employees
Reports To:	Workshop & Restoration Team Leader
Revised:	November 2024

General Position Statement

This position supports Council's direction by assisting with the operation, development and maintenance of Heritage Services sites to provide an enjoyable cultural tourism experience to visitors.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Mentor and provide guidance and training to other staff.
- Provide care and handling of a variety of livestock.
- Operate or undergo training for motorised vehicles to provide rides for visitors to the Heritage Village.
- Provide relevant displays in relation to livestock on site.
- Interact with visitors to the site to enhance their heritage experience.
- Assist with events and activities held on site.
- Undertake duties to maintain the health and wellbeing of livestock on the site, including the provision of attention to sick and injured animals as required.
- Undertake risk assessments and ensure all statutory requirements are met in relation to the keeping and use of animals on the site and maintenance activities.
- Assist with the maintenance and development of Heritage Services sites, including daily maintenance of livestock yards and fencing and the eradication of noxious weeds and pests as required as well as general lawncare and gardening upkeep of the site.
- Undertake specific projects on the heritage sites as required.
- Work productively with volunteers engaged to assist in the maintenance, development and activation of the heritage sites.
- Operate zero turn mowers and other small plant associated with horticulture such as brush cutters and blowers and experience in grass cutting.
- Operate forklift, tractor, bobcat and other plant associated earth moving and transport of stock.

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- Assist with the maintenance of Material Safety Data Sheets and poisons register across all operations of the Heritage Village.
- Be responsible for opening and securing the site daily and assist in maintaining security of the site.
- Direct volunteers as required.
- Maintenance of a Property Identification Code (PIC) register for livestock as required.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated experience in mentoring, providing guidance and training.
- Demonstrated experience in the care and handling of a variety of livestock, with a strong horse focus.
- Experience in the operation and maintenance of plant (forklift, tractor, bobcat).
- High level of knowledge and skills in animal husbandry and stable management.
- Demonstrated experience in management and display of livestock applicable to a heritage site.
- Demonstrated ability in training and harnessing horses including maintaining horse-drawn vehicles.
- Ability to maintain a livestock and medication register and follow veterinary management plans for livestock.
- Ability to operate horse drawn and motorised vehicles to provide rides for visitors to the Heritage Village.
- An understanding of and the ability to apply legislation and practices applicable to the area of work.
- Experienced in the identification and management of noxious weeds and pests, including the sourcing and identification of MSDS for the safe use and storage of products used for control.
- Experience and commitment to working in a team environment, including the ability to work productively with volunteers.
- Ability to operate Council's computer systems including the MS Office Suite.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.

Qualifications and Experience

- Demonstrated experience relevant to the role.
- Commercial Operator's Licence (A.C.D.C) or ability to obtain.
- Certificate of Competency and ability to legally operate (Forklift, tractor and bobcat) or ability to obtain.
- First Aid Certificate or ability to obtain
- Farrier qualification and/or experience working with a variety of horse breeds.
- Hold a Construction Industry Induction (White Card) or ability to obtain.

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Desirable Qualifications and Experience

- Experience in cultural tourism focused customer/visitor service role.
- Blue Card for working with Children and Young People. This position falls under the definition of regulated employment in the Working with Children (Risk Management and Screening) Act 2000 and as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

Work Environment and Physical Demands

- This position is an outdoor role and will require the employee to carry out physical tasks which may include manual handling of up to 25kg, repetitive bending, kneeling, twisting and/or squatting.

Additional Requirements

- Ability to work in an office and in an outdoor environment.
- Ability to work after hours and weekends as per Heritage Village roster.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B, Tetanus and QFever.
- Ability to handle items of varying weight.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	