



Re-Advertised Position: Weeds Control Officer

Castlereagh Macquarie County Council is currently seeking applications from suitably qualified persons for a Weeds Control Officer within the Walgett Shire area.

Duties of this position include but are not limited to inspect and control noxious plants throughout the County area, including private land and Council controlled areas and assist in the eradication of noxious weeds within the County.

Further details, including a copy of the relevant position description is available by contacting Council's Administration Officer Ashleigh McCudden Tel: 026828 1399 or email amccudden@walgett.nsw.gov.au. Applications marked 'CONFIDENTIAL' and addressed to the undersigned can be emailed to the above email address or mailed to the Administration Officer Ashleigh McCudden PO Box 664 Walgett NSW 2832. **Applications will be received until 27 January 2017.**

Castlereagh Macquarie County Council offers excellent employment conditions such as four day week working arrangement, long service leave accessible after five years of service and assistance with professional development programs.

Castlereagh Macquarie County Council is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.



Information Package

Thank you for your interest in the position of

Weeds Control Officer

This document provides you with a summary of Council's profile and application guidelines.

Also attached are the following documents:

- ☐ Application Cover Sheet (to submit with your application)
- ☐ Position Description
- ☐ Advertisement

NOTE: It is essential that applicants address each of the essential and desirable qualifications in the attached Position Description.



APPLICATION COVER SHEET

To be attached to your application

POSITION VACANT: Weeds Control Officer

NAME: _____

ADDRESS:

PHONE: _____

Where did you see the advertisement for this position (please tick):

- ☐ LGjobs.com
- ☐ Western Magazine
- ☐ Local Paper
- ☐ Local Government Jobs Directory
- ☐ Word of Mouth
- ☐ Other (please specify) _____

To be returned to the address shown in attached advertisement



CASTLEREAGH MACQUARIE COUNTY COUNCIL

JOB DESCRIPTION – WEEDS CONTROL OFFICER

Position Title: Weeds Control Officer

Accountable To: Senior Weeds Officer

Grade: Technical Band 2 Level 1

Hours of Duty: 38 hours per week

POSITION OBJECTIVE

- To carry out weed control operations on roadsides or other land areas under Council jurisdiction.
- To carry out weed control operations on land owned by private individuals or governmental instrumentalities as required.
- To carry out and record property inspections of all parcels of land within the County area and advise landowners of weed control techniques.
- Follow up property inspections and recommend appropriate follow up action.
- Promote good weed control practice using Industry Weed Management Systems.

KEY PERSONAL SKILLS AND COMPETENCIES

- Is honest and respectful towards others and works as part of a team.
- Displays appropriate behaviour in the workplace in line with Council's Code of Conduct.
- Takes ownership and responsibility for their key responsibilities and accepts direction.
- Demonstrates initiative and a willingness to put forward ideas along with demonstrating a personal interest toward improving the way key responsibilities 'could' be achieved.
- Possesses appropriate skills and emotional intelligence to resolve working relationship issues if they arise.
- Demonstrates flexibility and resilience to cope with change.
- Leads by example and encourages their team to strive to exceed expectations.
- Empowers team members, listens, shares and promotes openness in team communication.
- Displays the ability to define expectations, assess performance and hold direct reports accountable.
- Demonstrates the ability to effectively delegate to direct reports, encourage ownership and regularly follows up and gives feedback.
- Demonstrates the willingness and ability to coach and develop direct reports.

KEY RESPONSIBILITIES

- To investigate and enforce the requirements of the Noxious Weeds Act, Regulations and local policies within the Council local government area.
- To undertake inspections for noxious weeds on private and public land.
- To undertake spraying operations for noxious weeds on private and public land.
- To assist to prepare, implement and monitor weed management plans.
- To provide information and advice on noxious and environmental weeds to interested parties, and provide technical assistance as required.
- Prepare and implement public education programs in respect of noxious and environmental weeds and the operations of Councils workforce.
- Ensure all operations and work practices are in accordance with Council and government legislation and policies.
- Issue notices under the Noxious Weeds Act, and represent Council in Court as required.
- To participate in private works activities.
- To work cooperatively in consultation with Council's environmental rehabilitation program and projects to achieve improved and efficient environmental outcomes.
- Maintain accurate records and diaries of activities, investigations and actions undertaken in the implementation of weed service activities.
- Provide written and oral advice.
- Ensure personal knowledge and training in relevant legislation, practices and issues is maintained.
- Assist others with workloads as able and undertake other duties as required.
- Comply with Council's various policies, codes and standard operating procedures at all times.

ESSENTIAL QUALIFICATIONS

- Demonstrated experience in noxious weed spraying with the ability to identify a comprehensive range of noxious and environmental weeds and advise the appropriate method of control.
- Demonstrated understanding of the implementation of legal requirements with regards to the Noxious Weeds Act 1993 and subsequent legislation.
- Demonstrated knowledge of chemical use and procedures including practical weed control and use of herbicides in accordance with the Pesticides Act 1999.
- Ability to deliver communication, education and awareness of Council's Weed Control program to the community.
- Demonstrated working knowledge of small plant
- Demonstrated ability to work independently with high levels of self motivation as well as part of a team.
- Demonstrated ability to prepare written reports and to communicate effectively with landholders and the public, provide advice, facilitate change and possess conflict resolution skills.
- Demonstrated computer literacy in the Microsoft Suite (Word & Excel)
- Demonstrated working knowledge of the Noxious Weeds Act 1993
- Demonstrated experience using GIS systems
- Chemical Certificate Accreditation
- Workcover Construction Induction Certificate (White Card)

- School Certificate, Higher School Certificate or equivalent
- First Aid Certification
- Class C Drivers Licence

DESIRABLE QUALIFICATIONS

- Qualification in Weed Control Operations/Practice, or similar course which give a greater understanding of weed control and Industry Weed Management Systems.
- Prepare reports on daily activities of weeds controlled, roads treated and properties inspected.
- Knowledge of Council Policies and Procedures.
- Present a good public image for Council.
- Promote good public relations.
- Knowledge of agriculture, soils, plants and animals and the environment.
- Legal Stage 1, 2 and 3 for Weeds Officers Certification

SCHEDULE OF DUTIES

1. Work under the direction of the Senior Weeds Control Officer.
2. Carry out regular checks/maintenance of vehicle and spray equipment to the best of their ability.
3. Read and understand the requirements of the printed label of each package or drum of herbicide used.
4. Follow through on the advice of the herbicide label and observe all requirements in relation to health and safety of the operator, bystanders, non-target plants and animals, and the environment.
5. Apply herbicides at the correct spray rate using the appropriate spray application technique to noxious plants.
6. At the end of each day or week, carry out specific decontamination procedures of oneself, the vehicle and spray equipment as outlined in Council Policy.
7. Maintain records and report to Senior Weeds Control Officer for:
 - Stores issue dockets
 - Timesheet (account for labour use daily) – currently being revised
 - Plant sheet (account for vehicle movements, kilometres travelled, chemicals used, noxious plants controlled and roads treated daily) – currently being revised
 - Complete Private Work forms for work undertaken on behalf of landholders or other agencies.
 - Any other miscellaneous reports requested by the Senior Weeds Control Officer
8. Be familiar with or have a common sense approach to the handling of pesticides and being aware or having a basic knowledge of various acts. For example, the Noxious Weeds Act and the Work Health and Safety Act. Training plans are being prepared for each staff member.
9. Undertake inspections of properties, roads, reserves or other areas vested in Council, or Government controlled lands throughout the County area, and ascertain the noxious plants present, degree of infestation, the area infested and the location of the infestations of the noxious plants and ascertain the level of work being carried out and report same to the Senior Weeds Control Officer.
10. Advise on control procedures for:
 - Herbicides – Types of herbicides

Application techniques

Mechanical – Slash/plough/hand weed

Cultural – Grazing

Competition

Biological – using classical bio agents or inundative bio agents

11. As part of Integrated Weed Management Strategy (IWMS) and Weeds Action Plan (WAP), keep a record of control works carried out on Council owned, Government owned lands or private property.
12. Maintain the depot and yards in a reasonable manner.
13. Maintain adequate supplies of herbicides at Walgett depot.
14. Carry out any other duties as directed by the Senior Weeds Control Officer with consultation.