

Position Description

POSITION TITLE:	Landscaper/Civil Works Machine Operator
DEPARTMENT:	Adelaide Property & Gardens (APG) – Landscape Construction
RESPONSIBLE TO:	Southern Operations Manager
DIRECT REPORTS:	Employees
EMPLOYMENT TYPE:	Full Time
LOCATION:	Southern Suburbs and Hills District
<input checked="" type="checkbox"/> National Police Check <input type="checkbox"/> WWCC <input checked="" type="checkbox"/> DCSI – Disability or NDIS Worker screening <input checked="" type="checkbox"/> Medical	

Bedford changes the lives of people with disability by building capacity, independence and wellbeing. We do this by providing a broad suite of NDIS support services including employment opportunities and social participation activities. We offer exceptional tailored services to meet individual goals, in the workplace and in the community. We build healthy relationships, foster skills to last a lifetime, and pride ourselves on providing hands-on support to plan all areas of our customer's lives. Above all, we promote individual choice and control to empower people with disability to live fulfilled and happy lives.

POSITION SUMMARY

Reporting to the Southern Operations Manager, the position of Landscaper/Civil Works Machine Operator plays a key role in the effective installation and completion of commercial landscape projects in line with project specifications and customer expectations.

KEY RESPONSIBILITIES

- Champion the delivery of the NDIS Practice Standards, NDIS Code of Conduct, as well as the NDIS Quality and Safeguarding Framework.
- Support employees to achieve their NDIS goals and objectives
- Work within a team to install various components of a Commercial Landscape Projects
- Undertake landscape construction, earthworks and excavation activities as directed
- Machinery operation, setting up, fault finding and house keeping
- Responsible for ensuring all equipment is maintained in a safe workable condition.
- Responsible for ensuring a clean and hazard free work site.
- Required to attend all team meetings as requested.
- Responsible for ensuring you follow all appropriate processes in regards to incidents, hazards and risks as well as responding to these in a timely way
- Follow compliance within Bedford's policies and procedures including the Code of Conduct and Equal Opportunity Policy
- Acquire and maintain work health and safety knowledge relevant to your workplace and understand Bedford's operations and associated hazards and risks
- Provide guidance and assistance to employees and coordinate and train employees as per Individual Training Plans (ITPs) with assistance from the Personnel & Training Office

- Perform preventative maintenance on tools and equipment.
- Complete reporting or administration as required
- Provide excellent customer service to internal and external customers.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Report all accidents/incidents and near misses in accordance with Bedfords WHS Policy.
- Ensure tools and equipment are used as per Standard Operating Procedures (SOPs) and that resources & processes are available to minimise health & safety risks, and that resources and processes are available to minimise health and safety risks.
- Other duties as per the direction of the Southern Operations Manager.

SKILLS/ATTRIBUTES

Personal Attributes

- Minimum 5 years experience in a similar position
- Previous experience operating excavators, skid steer loaders and landscape machinery in landscape or civil construction.
- Time management skills with the ability to meet tight deadlines.
- Strong customer service and communication skills.
- A positive and empathic attitude towards people with disability.
- Experience working within a diverse work environment.
- Mechanical skills for preventative equipment maintenance, and small engine knowledge

Essential Skills and Qualities

- Formal qualifications in horticulture/landscaping is desirable
- National Police clearance (within the last 6 months)
- Current Driver's Licence.
- Excavator, skidsteer licence
- Current MR Driver's Licence
- Construction industry white card
- Current First Aid Certificate
- Current DCSI or NDIS Clearance where applicable.

CORPORATE RESPONSIBILITIES

In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Disability Insurance Scheme Practice Standards* (the NDIS Practice Standards).

OTHER RELEVANT INFORMATION

Further Information about Bedford may be found at: <http://www.bedfordgroup.com.au>

I confirm that I have read and understood the Position Description for the position of Landscaper/Civil Works Machine Operator.

[NAME]

Signed _____

Date _____