

AWARD CLASSIFICATIONS

A SIMPLE GUIDE

PHYSICAL and COMMUNITY SERVICES EMPLOYEES

Classification Bands 1 to 3

Key Classification Criteria BAND 1A – 1D	Key Classification Criteria BAND 2A – 2C	Key Classification Criteria BAND 3A – 3D
Accountability and Extent of Authority - Performs routine tasks – basic skills - Work performed is within specific guidelines - Works under direct supervision Responsible for quality of their work May assist in providing on-the-job training in conjunction with tradespersons and supervisors Judgement and Decision Making Work activities routine and clearly defined - Use of a limited range of tools and techniques - May resolve minor problems relating to the work task	Accountability and Extent of Authority - Performs broad tasks using developed skills - Work performed within general guidelines Scope to use discretion in application of standard procedures - Works in a team environment under routine supervision - May assist others in supervision of work in same or lower band May provide on-the-job training based on their skill and experience Responsible for assuring quality of work performed Judgement and Decision Making Nature of work clearly defined within established procedures well understood - Use of originality in approach for solutions usually previously encountered procedures and practices.	Accountability and Extent of Authority Employees perform work under general supervision. - Require contact with the public or other employees which involves explanations of specific procedures and practices - May be required to supervise and coordinate others. Accountable for quality and timeliness of their work Judgement and Decision Making Nature of the work <u>usually</u> specialised requiring use of personal judgement - Tasks performed selected from a range of techniques, processes and systems

Key Classification Criteria BAND 1A – 1D	Key Classification Criteria BAND 2A – 2C	Key Classification Criteria BAND 3A – 3D
Specialist Skills and Knowledge • Safe and competent operation of light mechanical plant • Basic communication skills including radio procedures • Provision of environmental/household maintenance Management Skills (Not Required) Interpersonal Skills May require basic oral communication skills and where appropriate written skills, with clients, members of the public and other employees.	Specialist Skills and Knowledge • Safe and competent operation of medium mechanical plant ▪ Estimating and ordering of materials ▪ Basic administrative / personal skills ▪ Oral and written communication skills ▪ Capable of working to a plan. • Environmental/Household Maintenance and provision of Personal Assistance to service users • Provision of Personal Care to service users who are physically unable to undertake the tasks themselves Management Skills (Not Required) Interpersonal Skills Require oral communication skills and where appropriate written skills, with clients, members of the public and other employees.	Specialist Knowledge and Skills ▪ Proficiency in the operation of more complex equipment or plant ▪ Employees in this Band must be able to provide employees under their supervision with on-the-job training and guidance. ▪ Skills in oral and written communication with clients, other employees and members of the public and in the resolution of minor problems. ▪ Provision of Personal Care to service users who are both physically unable to undertake the tasks themselves nor make the decisions about the care they need. Management Skills Some positions in this Band are at the “work face”, others involve first line supervision of employees at the “work face”. Must be able to provide employees under their supervision with on-the-job training and guidance. Interpersonal Skills Require skills in oral and written communication with clients, other employees and members of the public and in the resolution of minor problems.

Key Classification Criteria BAND 1A – 1D	Key Classification Criteria BAND 2A – 2C	Key Classification Criteria BAND 3A – 3D
Qualifications and Experience ▪ Basic construction and maintenance work ▪ Recreation Centre maintenance ▪ Basic concreting and asphalt work	Qualifications and Experience ▪ Advanced construction and maintenance ▪ Basic PC Skills ▪ Advanced horticultural course.	Qualifications and Experience Trade Certificate or equivalent. Completion of TAFE accredited/industry based training courses. (Cert 111 or Cert 1V)

Band 1A to 1D	Band 2A to 2C	Band 3A to 3D
Typical Positions	Typical Positions	Typical Positions
▪ Basic Horticulturalist ▪ Light Plant Operator ▪ Kitchen Assistant ▪ Food and Beverage Attendant ▪ Up to 4.5 tonne Vehicle Driver ▪ Recreation Centre Worker ▪ Basic Construction Worker ▪ School Crossing Supervisor	▪ Community Care Worker – (Household Maintenance and Personal Care) ▪ Concrete Worker ▪ 4,5 to 13.9 tonne Vehicle Driver ▪ Medium Mechanical Plant Operator ▪ Cashier / Pool Attendant ▪ Child Carer (under direct supervision) ▪ Cook (Non Trades) ▪ Street Cleansing Labourer	▪ Heavy Mechanical Plant Operator ▪ 13.9 to 22.4 tonne Vehicle Driver (Over 22.4 tonne – 3B) ▪ Cook (Qlfd) ▪ Community Care Worker (High Level Needs Personal Care) ▪ Gardener / Horticulturalist (Qlfd) ▪ Community Bus Driver ▪ Home Maintenance Officer ▪ Turf Wicket Curator ▪ Bushland maintenance Officer ▪ Building Maintenance Worker ▪ Paving Maintenance Officer