

AWARD CLASSIFICATIONS

A SIMPLE GUIDE

PHYSICAL and COMMUNITY SERVICES EMPLOYEES

Classification Bands 3 to 5

Key Classification Criteria BAND 3A – 3D	Key Classification Criteria BAND 4A – 4C	Key Classification Criteria BAND 5A – 5D
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 usually specialised requiring use of personal judgement - Tasks performed selected from a range of techniques, processes and systems	Accountability and Extent of Authority They are expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures. May exercise high precision trade skills using various materials and/or specialised techniques. Provides direction, leadership and on-the-job training to supervised employees or groups of employees Employees with supervisory responsibilities are required to ensure that all employees under their direction are trained in safe working practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures. Judgement and Decision Making Objectives of the work are well defined but the particular method; process of equipment to be used must be selected from a range of available alternatives. For supervisors, the process often requires the quantification of the amount of resources needed to meet those objectives. Guidance and counsel are always available within the time available to make a choice	Accountability and Extent of Authority May supervise resources and/or give support to more senior employees. In positions where the prime responsibility is for resource supervision, the freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with more senior employees and a regular reporting mechanism to ensure adherence to plans. Whatever the nature of the position, employees in this Band are accountable for the quality, effectiveness, cost and timelines of the programs, projects or work plans under their control and for the safety and security of the assets being managed. Employees with supervisory responsibilities are also required to ensure that all employees under their direction are trained in safe working practices and in the safe operation of equipment and are made aware of all occupational health and safety policies and procedures. Judgement and Decision Making Objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives. However, problems in this Band are often of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required. Guidance and counsel may be available within the time available to make a choice.

Key Classification Criteria BAND 3A – 3D	Key Classification Criteria BAND 4A – 4C	Key Classification Criteria BAND 5A – 5D
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. 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.	Specialist Knowledge and Skills Must have the ability and skills to provide training in the post-trades or specialist disciplines either through formal training programmes or on-the-job training. Employees require a thorough understanding of the relevant technology, procedures and processes used within their operating unit. Indicative but not exclusive of the skills required of an employee in this Band include: - Highly skilled horticultural work. - Safe and competent operation of Very Heavy Mechanical Plant. Management Skills Some positions in this Band are at the “work face” while others involve supervision of employees or groups of employees. Should have sufficient freedom to plan their work at least a week in advance. Where supervision is part of the job, it is expected that the supervisor will assist other employees in their tasks where required. Supervisors are also expected to have a knowledge of personnel policies and practices applicable to the work performed and supervised employees	Specialist Knowledge and Skills Provide direction, leadership and structured training or on-the-job training to supervised employees or groups of employees. Supervisors require a thorough understanding of the relevant technology, procedures and processes used within their operating unit. Employees also require an understanding of the role and function of the senior employees to which they provide support, an understanding of the long term goals of the unit in which they work, and an appreciation of the long term goals of the wider organisation. All employees in this Band require an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents. Management Skills Require skills in managing time, setting priorities and planning and organising one’s own work and that of supervised employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable. The position requires an understanding of and an ability to implement basic personnel policies and practices including those related to equal employment opportunity, occupational health and safety and employees training and development.

PHYSICAL / COMMUNITY SERVICES POSITIONS - BAND 3 TO 5

Band 3A to 3D	Band 4A to 4D	Band 5A to 5D
Typical Positions	Typical Positions	Typical Positions
▪ 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	▪ Highly Skilled Horticultural Work ▪ Plant Operator - Very Heavy Mechanical Plant ▪ Service Coordinators – Parks, Garbage and Litter,	▪ Leading Hand Motor Mechanic ▪ Home and Maintenance Safety Team Leader