



SHIRE OF MINGENEW

1. POSITION DESCRIPTION

Position Title:	Road Works Crew
Classification:	Fulltime
Tenure:	Commence with 3 month probation
Award:	Municipal Employees (WA) interim award 2011
Department/section:	Works and Services

2. POSITION OBJECTIVES

- 2.1 To carry out the construction and maintenance of Council's infrastructure and assets in a safe and efficient manner, under the supervision of the Works Supervisor.

- 2.3 To contribute positively and productively to a harmonious workplace in accord with OHS standards and safe work practices.

3. KEY RESPONSIBILITY AREAS

- 3.1 To assist with the construction and maintenance of Council's assets and infrastructure.
- 3.2 To be self motivated and able to work unsupervised.
- 3.3 To adhere to and promote safety in the work place as per the Shires Occupational Safety and Health policies.
- 3.4 To carry out all work efficiently and in a professional manner as per the Shire Code of Conduct and contribute positively and productively to a harmonious work place.
- 3.5 To work under the direction of the Works Supervisor
- 3.6 To help construct, repair and maintain the Shire's streets, roads and bridges and verges, including appropriate signage and traffic control measures.
- 3.7 To provide works and services generally to the community, including refuse removal, town maintenance works, litter removal, cemetery maintenance and grave digging, tree lopping, and carry out other duties as directed by the Works Supervisor.
- 3.8 To operate a variety of light and heavy machinery as directed, including but not limited to; backhoe, loader, grader, skidsteer, truck, etc as required.

- 3.9 To undertake additional training where appropriate and authorised.
- 3.10 To maintain, keep clean and be accountable for work vehicles, equipment and tools provided.
- 3.11 Observe and report on damage/maintenance requirements of equipment and tools in your care.
- 3.12 To identify and report any actual or perceived hazards/dangers/accidents to the Works Manager.

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Works Supervisor

Supervision of: Nil

Internal Liaisons: Works Supervisor
Other shire employees

External Liaisons: General Public
Contractors & suppliers
Ratepayers

5. EXTENT OF AUTHORITY

Operates under the direction of the Works Supervisor within the Shire's established guidelines, procedures and policies.

6. SELECTION CRITERIA

6.1 Essential

Possession of an HR, HC or MC class Motor Driver's License as required.

Demonstrated ability to safely operate (heavy and light) plant equipment and vehicles.

Capable of physical labour as required.

Knowledge of and ability to follow OHS polices, code of conduct and safe work standards.

Ability to complete standard forms (timesheets, work orders, log books etc)

Verbal and written communication skills and ability to work with others as part of a team

Ability to work unsupervised and be self motivated

Possession of a National Police Clearance

Be prepared to undergo a medical examination

White card (WA construction)

6.2 Desirable

Senior/basic First Aid Certificate.

Drainage experience

Certificate of Competency or two years experience in operations of Major Plant Operations
experience in traffic control management and signage.

7. REQUIREMENTS OF THE POSITION

7.1 Skills

Time Management skills

Verbal and written communication skills

Basic Public Relations and Interpersonal skills

Basic skills in the use of chainsaws, jack hammers, posthole diggers, cement mixers, etc.

Sound skills in the operation of major plant and safe work practice

7.2 Knowledge

Working knowledge of the Occupational Health, Safety standards, Equal Opportunities legislation

Basic knowledge of Council's organisational structure and function.

Sound knowledge of the Shire District.

Sound knowledge of the operation of heavy plant machinery.

7.3 Experience

Experience in working in a multipurpose maintenance role, operating a variety of light and heavy machinery.

7.4 Qualifications and/or Training:

Hold a current Motor Drivers License for large vehicles (HR as a minimum, up to MC).

Hold a suitable certificate of competency or written record of two years practical experience in operation of major plant preferred, but not essential.

Basic or Senior Life Support First Aid Certificate is preferred.

8. CONDITION OF EMPLOYMENT

I acknowledge acceptance of the above conditions of employment for the position of Road Works Crew with the Shire of Mingenew.

Name

Sign

Supervisor

Date ____/____/____