



1. POSITION DESCRIPTION

Position Title:	Works and Services (Generalist)
Classification:	Full-time
Tenure:	Permanent with 3-month probation
Award:	Shire operates under the National Industrial Relations system and applies the <i>Local Government Industry Award 2010</i> (LGIA 2010)
Level:	Level 4
Department/section:	Works and Services
Salary:	from \$55,000 per annum

2. POSITION OBJECTIVES

- To carry out a variety of tasks, including the construction and maintenance of the Shire's infrastructure and assets (including Road, Town Maintenance and Parks and Gardens as required) in a safe and efficient manner, under the supervision of the Works Supervisor and to a standard so as to contribute to the Shire achieving its corporate goals.
- To contribute positively and productively to a harmonious workplace and to meet all Occupational Health and Safety (OSH) standards and safe work practices.

3. POSITION COMPETENCIES

3.1 Skills

- Sound skills in the operation of major plant and safe work practice, including the ability to assess possible hazards, make recommendations as to the solutions and initiate agreed actions;
- Sound general greenkeeper/horticultural/gardening skills;
- Sound skills in the safe use of light machinery and hand tools, including but not limited to; mowers, slashers, trimmers, blower/vacuums, chainsaws;
- Ability to operate a range of Council vehicles in a safe manner including utilities, light trucks, tractors and mowers;
- Good time management skills;
- Good 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.

3.2 Knowledge

- Sound knowledge of the operation of heavy plant machinery;
- Sound knowledge of the operation of the normal range of horticultural type equipment and machinery;
- Sound knowledge of the general parks and gardens and streetscape maintenance including landscaping, tree maintenance, reticulation systems;
- Working knowledge of chemicals and fertilisers to be used in caring for grassed playing surfaces as well as in general gardening;
- Working knowledge of local government Civil Works operations;
- Basic knowledge of Council's organisational structure and function;
- Basic knowledge of the Shire District.

3.3 Experience

- Experience in working in a multipurpose maintenance role, operating a variety of light and heavy machinery.
- Experienced work in an unsupervised position, and also as part of a team.

3.4 Qualifications and/or Training:

- Hold and maintain a current Driver's Licence 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
- Basic or Senior Life Support First Aid Certificate.
- White card (WA construction)

4. KEY RESPONSIBILITY AREAS

- To assist with the construction and maintenance of Council's assets and infrastructure, including to help construct, repair and maintain the Shire's streets, roads, bridges and verges, including appropriate signage and traffic control measures, and any other maintenance or labouring duties as where necessary to achieve team objectives (for example, to provide works and services generally to the community, including refuse and litter removal, town maintenance works, gardening, turf maintenance, cemetery maintenance and grave digging, tree lopping, and carry out other duties as directed by the Works Supervisor).
- To operate in a suitably skilled manner, a variety of light and heavy machinery as directed, including but not limited to; backhoe, loader, grader, skid-steer, heavy and light trucks, tractors and passenger

vehicles etc as required. Including to perform daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used.

- To carry out all work efficiently, effectively, within established guidelines, and in a professional manner as per the Shire's Code of Conduct, and contribute positively and productively to a harmonious work place, including to take responsibility for the quality and standard of work performed, and that of your work colleagues.
- To work under the direction of the Works Supervisor, but to also be self motivated and able to work unsupervised as required.
- To adhere to and promote safety in the workplace as per the Shire's Occupational Safety and Health policies.
- To observe and report on damage/maintenance requirements of equipment/tools in your care.
- To identify and report any actual or perceived hazards/dangers/accidents to the Works Supervisor.
- To undertake additional training where appropriate and authorised so as to maintain/enhance service skills.
- Due to workload or during critical incidents (e.g. weather, fire, or man-made events) you may be required, with minimal notice, to work overtime and on weekends.
- To undertake any other duties as required, as reasonably directed by the Works Supervisor or CEO, within known competencies.

5. ORGANISATIONAL RELATIONSHIPS

Reports to: Works Supervisor

Supervision of: Nil

Internal Liaisons: Works Supervisor and other Shire employees as required

External Liaisons: General Public
Contractors & suppliers

6. EXTENT OF AUTHORITY

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

7. SELECTION CRITERIA

7.1 Essential

- Demonstrated ability to safely operate and maintain heavy/light plant/equipment/vehicles;
- Capable of physical labour as required, including repetitive and/or frequent movements;
- Knowledge of and ability to follow OSH polices, code of conduct and safe work standards;

- Good verbal and written communication skills, including the ability to complete standard forms (timesheets, work orders, incident and hazard forms, logbooks etc);
- Ability to work unsupervised and be self-motivated, as well as the ability to work with others as part of a team;
- Possession of a valid White card (WA construction).

7.2 Desirable

- Senior/basic First Aid Certificate.
- Experience in traffic control management and signage.
- Previous experience in local government

7.3 Additional Requirements

It is an inherent requirement of this role that the employee holds and maintains a valid WA Driver's Licence – minimum "HR" class.

Preferred candidates may be required to obtain a National Police Clearance and undergo a medical examination to confirm fitness to work before an offer of employment is made.

8. CONDITION OF EMPLOYMENT

I acknowledge acceptance of the above conditions of employment for the position of Works and Services (Generalist) with the Shire of Mingenew.

Name

Sign

Supervisor

Date ____/____/____