



## POSITION DESCRIPTION – Works General Hand

Position Title:	Works General Hand
Classification:	Level 4
Tenure:	Full-time, Permanent
Award:	Local Government Industry Award 2020
Department/section:	Works

### 1. POSITION OBJECTIVES

To support the Shire's crew to facilitate the delivery of the Shire's Works programme. The Works General Hand assists in the construction and maintenance of the Shire's road infrastructure, is responsible for the care and maintenance of community and recreation assets, and carries out general town maintenance tasks as directed by the Works Manager.

### 2. POSITION COMPETENCIES

#### 2.1 Skills

- Developed time management and organisation skills.
- Developed problem-solving and critical thinking skills
- Sound skills in the safe use of light machinery and hand tools, including but not limited to; mowers, slashers, trimmers, blower/vacuums, chainsaws etc.
- Developing skills in plant operation to including light trucks, roller, tractors etc.

#### 2.2 Knowledge and Behaviours

- Ability to follow instruction, and exercise good judgement and initiative in completing more complex tasks
- Reliability to perform tasks unsupervised and be self-motivated
- Ability to positively contribute to and operate within a team
- Sound knowledge of safe work practices
- Ability to meet the physical demands of repetitive tasks and manual labour

#### 2.3 Qualifications and Experience

- Demonstrated previous work experience in a similar role is desirable however, on the job training will be offered.
- Possession of C class Driver's Licence ('HR' class or above would be an advantage)
- White card (WA construction)
- Experience in traffic management and/or traffic control
- Experience in safe chemical handling, use and storage
- Senior or Basic First Aid Certificate

### 3. KEY RESPONSIBILITY AREAS

- Undertake asphalt and bitumen pothole and crack repairs
- Carry out preventative and responsive bridge and culvert maintenance to ensure road safety and asset preservation
- Carry out slashing, vegetation control, spraying and litter/debris removal on road verges
- Replace, repair and/or clean signage, guide markers/reflectors and monitor condition for maintenance requirements
- Assist with road work construction and maintenance by providing traffic management support
- Operate a variety of light and other machinery as directed, including but not limited to; light trucks, tractors, passenger vehicles, and mowers, etc as required. Including performing daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used.
- Provide assistance in the construction, repair and maintenance of the Shire's parks and gardens, grassed playing/recreational surfaces, grassed tennis courts and bowling green, and golf course, to a professional and high standard
- Performance general town maintenance tasks including refuse and litter removal, cemetery maintenance and grave digging, turf maintenance, tree lopping, and any other duties as directed.
- 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.

#### 3.1 General

- Understand the implications of the Shire's Code of Conduct and comply with all requirements regarding standards of professional and personal behaviour including demonstrating the Shire's corporate values.
- Maintain the customer service standards we expect in accordance with the Shire's Customer Service Charter
- Create and retain accurate and complete records of business activities, in accordance with the Shire's Recordkeeping Plan.
- Support the principles of equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines and standards.
- Be open and accountable in participating in all performance management processes.
- Participate in learning and development opportunities as agreed.
- Undertake any other duties, as reasonably assigned by the Works Manager or CEO, within known competencies or with adequate instruction / training

#### 3.2 Occupational Safety and Health

##### Worker

- Work with care for their own safety and health and that of others.
- Participate in developing safe work procedures and follow them.
- Participate in training.
- Use equipment properly and report any faults/damage.
- Use personal protective equipment as directed.
- Report hazard and incidents to their Supervisor/Manager.
- Participate in your return-to-work plans.

### 4. ORGANISATIONAL RELATIONSHIPS

Reports to:	Works Manager
Supervision of:	Nil
Internal Liaisons:	Shire Employees
External Liaisons:	General Public / Ratepayers

**5. EXTENT OF AUTHORITY**

Works under direct supervision and performance outcomes are regularly monitored by the Works Manager within the Shire's established guidelines, procedures and policies, as well as statutory provision of the Local Government Act and other legislation.

No Delegations or Authorisations are applicable.

**6. ACCEPTANCE AND SIGNATURES**

I acknowledge and accept the requirements of the Works General Hand Position Description as part of the Condition of Employment, as highlighted above.

Manager/Supervisor: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_