



## POSITION DESCRIPTION – Works General Hand

Position Title:	Works General Hand
Classification:	Level 4
Tenure:	Full-time, Permanent
Award:	Local Government Industry Award 2020 (WAIRC New State Instrument)
Department/section:	Works

### 1. POSITION OBJECTIVES

To support and facilitate the delivery of the Shire's Works programme, lead by the Shire's Leading Hand / Final Trim Grader Operator to ensure public safety and asset preservation. The role includes a variety of tasks that include plant operation, manual labour, spraying, traffic control activities and other tasks as directed by the Works Manager.

### 2. KEY RESPONSIBILITY AREAS

#### 2.1 Road Construction and Maintenance

- Assist with road construction and maintenance, in accordance with operational plans, or as directed
- Safe operation of a variety of plant and other machinery, including but not limited to; grader, loader, backhoe, skid steer, light trucks, tractors, rollers, passenger vehicles, and mowers, etc as required.
- Undertake asphalt and bitumen pothole and crack repairs
- Perform traffic control duties, as required
- Carry out preventative and responsive bridge and culvert maintenance
- Carry out slashing, vegetation control, spraying and litter/debris removal on road verges
- Safe chemical handling, storage and use for weed, pest and disease control; following product safety directions
- Replace, repair and/or clean signage, guide markers/reflectors and monitor condition for maintenance requirements
- Assist with other road infrastructure, verge and kerbing construction, repairs and maintenance, as required
- Perform daily pre-start checks, maintain, keep clean and be accountable for work vehicles, equipment and tools used, and report damage, defects and maintenance requirements.

#### 2.2 Other Works

- Provide assistance in the construction, repair and maintenance of the Shire's buildings, parks and gardens, grassed playing/recreational surfaces, and other assets, as required
- Performance general town maintenance tasks including refuse and litter removal, cemetery maintenance and grave digging, turf maintenance, tree lopping, cleaning of facilities and any other duties as directed.

## 2.3 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.
- 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.
- Undertake any other duties, as reasonably assigned by the Works Manager or CEO, within known competencies or with adequate instruction / training

## 2.4 Work Health and Safety

### 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.

## 3. ORGANISATIONAL RELATIONSHIPS

Reports to:	Works Manager
Supervision of:	Nil
Internal Liaisons:	Shire Employees
External Liaisons:	General Public / Ratepayers Community Groups and Sporting Clubs Public Authorities / Utilities

## 4. 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.

**5. 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\_\_\_\_