#

# **Position Description**

|  |  |
| --- | --- |
| **Position Title** |  General Hand - Works |
| **Directorate** |  Sustainable Development and Infrastructure |
| **Level** |  Level 2/3 |
| **Reports to** |  Supervisor Maintenance Leading Hand – Asset Maintenance  |
| **Directly responsible for**  |  N/A |
| **Primary Location** |  Margaret River Works Depot |
| **Delegation** |  N/A |
| **Position No. & version** |  CON05 |

|  |
| --- |
| **Position Overview** |

To assist the Construction, Maintenance and Parks and Gardens Teams in the undertaking of various earthworks and miscellaneous activities in support of Capital and Operating Works programmes.

|  |
| --- |
| **Position Responsibilities** |

|  |  |  |
| --- | --- | --- |
| Key functions | Specific duties | % Time |
| Customer Service & Administration | * Respond to customer queries relating to civil and parks operations in the field in a courteous and non-complex manner.
* Receive and transfer messages via Council’s two-way radio system and telephone.
* Action work requests submitted by internal and external customers.
* Fill out daily timesheets by 7:00am next morning.
* Undertake plant pre-start/shutdown inspections and submit machine reports to workshop within specified timeframes.
 | 10% |
| Road Construction and Maintenance | * Attend after hours call outs as required.
* Undertake duties as requested by Coordinators and Leading Hands (e.g. pruning, mulching, spotting, roller operations, operation of minor plant, stick flicking and drainage cleaning).
* Assist with survey set out and level transfer (pegging).
* Undertake refuelling of on-site plant and equipment.
* Install and repair street, directional and information signage and guideposts.
* Undertake general cleaning of rural and urban drains and culverts.
* Participate in the annual construction and resealing programmes and undertake reinstatements to work sites.
* Erect and remove traffic management signage and undertake traffic control.
* Manage ground personnel communications.
* Undertake roller operations and manage compaction quality for road base material.
* Assist in storm damage clean up and annual tree pruning program.
* Remove and dispose of dead animals from Council’s reserves.
* Undertake the preparation of cemetery allocated sites for internment.
* Labouring tasks ranging from fabrication, installation and preventative works to all Shire infrastructure as required.
* Relief operation of heavy plant operations, including 12T trucks, bobcat, spray truck, loaders.
 | 70% |
| OSH | * Contributes towards the success of OSH initiatives within the workplace
* Identify and report hazards.
* Follow safe work practices.
* Conducts on the job risk assessments.
 | 15% |
| Parks and Reserves | * Assist in turf maintenance of developed and undeveloped areas.
* Undertake garden maintenance of developed areas.
* Assist in reticulation installation, maintenance and repairs including controllers.
* Undertake application of pesticides, herbicides and fertilisers.
* Assist in the propagation and establishment of native and exotic plants in Shire nursery.
* Undertake housekeeping duties at Parks and Gardens designated Depot/shed area.
* Tree pruning/street tree maintenance.
* Undertake operations as directed using tractor/slasher, ride on lawn mowers and other minor plant.
* Undertake development works identified within Council’s Parks and Gardens Capital Works Program.
 | 5% |

|  |
| --- |
| **Position Requirements** |

**Essential**

* Current C class drivers licence.
* Physical ability and fitness to complete manual work tasks.
* Current construction white card.
* Basic knowledge and understanding of earthwork principles in civil construction including application of compaction standards.
* Demonstrated ability to successfully work within a team and promote a positive team environment.
* Basic Worksite Traffic management certification and experience in coordinating the traffic control functions.
* Demonstrated experience in the basic usage and maintenance of plant and equipment (e.g. rollers, compactors).
* Knowledge of OSH requirements in a civil construction environment and ability to undertake on the job risk assessments.

**Desirable**

* Demonstrated experience in heavy plant operations (e.g. 12T trucks, bobcats, loaders).
* Demonstrated experience with hand power tools.
* Recognised competency in chainsaw operations and maintenance.
* Demonstrated ability to act with a high level of autonomy within a construction site including managing communications as a ground personnel and traffic controller.
* Developed problem solving skills relevant to construction works.
* Ability to provide on-the-job training to staff.
* Current MR or preferably HR

|  |
| --- |
| **Key Relationships** |
| **Internal**  | **External** |
| Works CoordinatorOperations CoordinatorLeading HandsManagersEmployees | General publicService authoritiesGovernment departmentsCommunity organisationsContractors |

|  |
| --- |
| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

|  |
| --- |
| **Acknowledgement** |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |