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# **Position Description**

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| **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 |

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| **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.

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| **Position Responsibilities** |

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| 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% |

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| **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

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| **Key Relationships** | |
| **Internal** | **External** |
| Works Coordinator  Operations Coordinator  Leading Hands  Managers  Employees | General public  Service authorities  Government departments  Community organisations  Contractors |

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| **The Way We Do Things** |

Respect Integrity Community Excellence

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