



## Position Description

<b>Position Title</b>	Leading Hand Assets Maintenance
<b>Directorate</b>	Sustainable Development and Infrastructure
<b>Level</b>	5
<b>Reports to</b>	Maintenance Supervisor
<b>Directly responsible for</b>	On the job leadership of maintenance workers
<b>Primary Location</b>	Margaret River Works Depot
<b>Delegation</b>	N/A
<b>Position No. &amp; version</b>	Ver 0_270824

### Position Overview

To assist in the Shire's Maintenance team in the undertaking of various duties as determined by the Maintenance Capital and Operating works programs.

### Position Responsibilities

<ul style="list-style-type: none"> <li>• Maintenance and Road Construction</li> <li>• Conduct and report on all outdoor infrastructure assets including:             <ul style="list-style-type: none"> <li>○ Bridges</li> <li>○ Boat ramps</li> <li>○ Walkways</li> <li>○ Platforms</li> </ul> </li> <li>• Conduct and report on Annual Level 1 Bridge inspections and conduct preventative maintenance program.</li> <li>• Conduct maintenance activities on all outdoor infrastructure assets including:             <ul style="list-style-type: none"> <li>○ Painting</li> <li>○ High pressure cleaning</li> <li>○ Basic carpentry</li> </ul> </li> <li>• Labouring tasks ranging from fabrication, installation and preventative works to all Shire infrastructure as required.</li> <li>• Install and repair street, directional and information signage.</li> <li>• Install and maintain guideposts.</li> <li>• Undertake construction and maintenance of road works, drainage and other civil works to specified standards.</li> <li>• Attend after hours call outs as required.</li> <li>• Undertake duties as requested by Coordinators and Leading Hands (e.g., pruning,</li> </ul>	45%
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<ul style="list-style-type: none"> <li>• mulching, spotting, roller operations, operation of minor plant, stick flicking and</li> <li>• drainage cleaning).</li> <li>• Maintenance and safe operation of chainsaws.</li> <li>• Undertake application of herbicides including:             <ul style="list-style-type: none"> <li>○ Verge spraying</li> <li>○ Invasive weed species</li> <li>○ Annual weed spraying program</li> </ul> </li> <li>• Assist with survey set out and level transfer (pegging).</li> <li>• Undertake refuelling of on-site plant and equipment.</li> <li>• Undertake general cleaning of rural and urban drains and culverts.</li> <li>• Assist in in the annual construction and resealing programmes and undertake reinstatements to work sites.</li> <li>• Assist in storm damage clean up and annual tree pruning program.</li> <li>• Erect and remove traffic management signage and undertake traffic control.</li> <li>• Remove and dispose of dead animals from Council’s reserves.</li> <li>• Relief operation of heavy plant and equipment, e.g., 12T trucks, bobcat, spray truck, loaders.</li> </ul>	
<p><b>Leading a team</b></p> <ul style="list-style-type: none"> <li>• Liaise and coordinate resources of plant, labour and materials to deliver the define service standards and/or undertake capital works programs.</li> <li>• Supervise operation and maintenance of allocated plant and minor equipment.</li> <li>• Engage and supervise contractors to deliver services.</li> <li>• Ensure team submit all required machine logbooks, plant reports and timesheets as directed.</li> <li>• Contribute to the ongoing process of plant assessment and replacement in consultation with team.</li> <li>• Liaise with Workshop Supervisor on plant and equipment, operational and maintenance issues.</li> <li>• Undertake WHS inductions of team.</li> <li>• Lead by example by exhibiting safe work practices in the workplace.</li> <li>• Reviewing team performance and identifying opportunities for improved efficiency.</li> <li>• Ensure team compliance with Material Safety Data Sheets.</li> <li>• Responsible for providing employees under their supervision with on-the-job training, guidance and inductions for new staff.</li> <li>• Ascertain and assist in the management of staff issues on the ground and promote positive team behaviour.</li> <li>• Assist with the planning and running of team meetings.</li> </ul>	30%
<p><b>Customer Service, Administration &amp; Financial</b></p> <ul style="list-style-type: none"> <li>• Respond to customer queries relating to civil and parks operations in the field in a courteous and non-complex manner.</li> <li>• Receive and transfer messages via Shire’s two-way radio system.</li> <li>• Investigate and make recommendations to work requests submitted by internal and external clients and customers.</li> </ul>	10%



<ul style="list-style-type: none"> <li>• Prepare cost estimates as required.</li> <li>• Plan resources and action work requests submitted by internal and external clients and customers.</li> <li>• Fill out weekly timesheets by 7:00am on due day.</li> <li>• Ensure all plant &amp; equipment is maintained in working order and serviced when required as per routine documented plant service requirements.</li> <li>• Undertake plant pre-start/shutdown inspections and submit machine reports to workshop within specified timeframes.</li> <li>• Provides purchasing support to Coordinator.</li> <li>• Monitor operating and capital expenditure.</li> <li>• Secure resources in accordance with the Shire's procurement policy.</li> </ul>	
<p><b>Work Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Contributes towards the success of WHS initiatives within the workplace.</li> <li>• Conduct SAO's.</li> <li>• Conducts on the job risk assessments – take 5x5.</li> <li>• Undertake plant pre-start/shutdown inspections.</li> <li>• Identify and report hazards.</li> <li>• Follow safe work practices.</li> <li>• Develop, review and oversee the implementation of Safe Operating Procedures.</li> <li>• Undertake Job Safety Analysis where required.</li> <li>• Planning and reporting on safe workplace operations.</li> <li>• Supervise the installation of appropriate signage.</li> <li>• Mentor, provide on the job training and direction to trainees/labour hire.</li> <li>• Identify training needs of team.</li> <li>• Implement signage and conduct traffic control.</li> <li>• Communicate and direct contractors to ensure safe work practices.</li> <li>• Assist in the investigation of workplace incidents.</li> <li>• Promote planning and safe work practices from within team.</li> </ul>	10%
<p><b>Parks and Reserves</b></p> <ul style="list-style-type: none"> <li>• Undertake turf maintenance of developed and undeveloped areas.</li> <li>• Undertake garden maintenance of developed areas.</li> <li>• Undertake reticulation installation, maintenance and repairs, including controllers.</li> <li>• Undertake development works identified within Shire's Parks and Gardens Capital Works program.</li> <li>• Undertake housekeeping duties at Parks and Gardens designated Depot/shed areas.</li> <li>• Undertake horticulture and environmental activities including:             <ul style="list-style-type: none"> <li>○ Coastal and foreshore management</li> <li>○ Arboriculture</li> <li>○ Event preparation</li> </ul> </li> </ul>	5%



## Position Requirements

### Essential

- Proven materials, equipment and cost estimating, job cost and budgetary control.
- Proven sound supervisory, training and basic human resource management and employee relation skills.
- Proven detailed knowledge and understanding of quality control techniques and their application.
- Proven developed oral, written literacy, numeracy and computer skills to negotiate with other employees, higher level staff, clients, suppliers and members of the public.
- Proven advanced technical skills in materials performance and plan reading including horizontal and vertical dimensions and establishing sections for materials estimating.
- Proven ability or experience in a varied range of asset maintenance tasks.
- Current C class Licence.
- Current Construction White Card.
- Demonstrated ability to work independently or within a team.
- Proven ability of undertaking a range of specific tasks of a complex nature.

### Desirable

- Plant certificates.
- Completed a supervisory certificate course or equivalent.
- Knowledge of Local Government functions and responsibilities.
- Current HR licence.
- Recognised qualification or trade certificate.
- Basic Worksite Traffic Management and Traffic Control ticket.
- Recognised competency in Chainsaw and Maintenance operations.

## Key Relationships

Internal	External
Manager Works Management Department and interdepartmental staff Operations Coordinator	General Public Facility users Government departments  Community organisations Contractors Service Authorities

## The Way We Do Things

Respect



Integrity



Community



Excellence





### Acknowledgement

Reporting Officer Name	Signature	Date
Name	Signature	Date