



Our Values

Respect Honesty Commitment Courage

Values only become meaningful when they are translated into behaviours that people engage in and others can observe.
They are the cornerstone of 'walking the talk'.

Position Title:	General Hand - Maintenance
Directorate:	Infrastructure Services
Reports to:	Leading Hand Maintenance
Date effective:	May 2015
Agreement Level:	EBA Level 2/3
Position no:	MAI05

1. Purpose

1.1 Primary functions

- 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.

1.2 Community strategic goals



Goal 1: Valuing the natural environment	Goal 2: Welcoming and inclusive communities	Goal 3: Managing growth sustainably	Goal 4: Vibrant and diverse economy	Goal 5: Effective leadership and governance
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1.3 Key functions and duties

Key result area	Specific actions	Time Const.
Customer Service & Administration	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 • Assist in in the annual construction and resealing programmes and undertake reinstatements to work sites • Assist in storm damage clean up and annual tree pruning program • Erect and remove traffic management signage and undertake traffic control • 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 and equipment, e.g. 12T trucks, bobcat, spray truck, loaders 	70%
OSH	<ul style="list-style-type: none"> • Contributes towards the success of OSH initiatives within the workplace • Identify and report hazards • Follow safe work practices 	15%
Parks and Reserves	<ul style="list-style-type: none"> • Undertake turf maintenance of developed and undeveloped areas • Undertake garden maintenance of developed areas • Undertake reticulation installation, maintenance and repairs including controllers • Undertake application of pesticides, herbicides and fertilisers • Undertake 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. 	5%

General

- Work in accordance with the Shire’s defined Equal Opportunity and Anti-discrimination legislation, procedures & principles;
- Work in accordance with the Shire’s defined Occupational Safety and Health legislation, procedures and principles;
- Adhere to the Shire’s Code of Conduct, policies and management practices as amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following:

2.1 [Authorisations Register - Authorisations to sign documents](#)

Nil

3. Relationships

3.1 Responsible to

Leading Hand Maintenance

3.2 Responsible for

Nil

3.3 Internal Stakeholders

Works Coordinator
Maintenance Coordinator
Leading Hands
Management
Operations Staff
Depot Staff
Mechanics

3.4 External Stakeholders

Service Authorities
General Public and Community Groups
Contractors

4. Position Selection Criteria

4.1 Position essentials
Current drivers licence
Demonstrated manual labouring skills
Current construction white card
Basic knowledge and understanding of earthwork principles in civil construction
Demonstrated experience in working in a team environment
Basic knowledge and understanding of earthwork principles in civil construction
Basic Worksite Traffic management certification
Demonstrated experience in the basic usage and maintenance of plant and equipment (e.g. rollers, compactors)
Current MR/HR class drives licence
4.2 Position desirables
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.

5. Parties

Present Occupant Name: _____	Signature: _____	Date: _____
Supervisor Name: _____	Signature: _____	Date: _____