



Position Description

Position Title	Leading Hand Assets Maintenance
Directorate	Sustainable Development and Infrastructure
Level	5
Reports to	Maintenance Supervisor
Directly responsible for	On the job leadership of maintenance workers
Primary Location	Margaret River Works Depot
Delegation	N/A
Position No. & version	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">• Maintenance and Road Construction• Conduct and report on all outdoor infrastructure assets including:<ul style="list-style-type: none">○ Bridges○ Boat ramps○ Walkways○ Platforms• Conduct and report on Annual Level 1 Bridge inspections and conduct preventative maintenance program.• Conduct maintenance activities on all outdoor infrastructure assets including:<ul style="list-style-type: none">○ Painting○ High pressure cleaning○ Basic carpentry• Labouring tasks ranging from fabrication, installation and preventative works to all Shire infrastructure as required.• Install and repair street, directional and information signage.• Install and maintain guideposts.• Undertake construction and maintenance of road works, drainage and other civil works to specified standards.• Attend after hours call outs as required.• Undertake duties as requested by Coordinators and Leading Hands (e.g., pruning,	45%
--	-----



<ul style="list-style-type: none"> • mulching, spotting, roller operations, operation of minor plant, stick flicking and • drainage cleaning). • Maintenance and safe operation of chainsaws. • Undertake application of herbicides including: <ul style="list-style-type: none"> ○ Verge spraying ○ Invasive weed species ○ Annual weed spraying program • Assist with survey set out and level transfer (pegging). • Undertake refuelling of on-site plant and equipment. • 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. • Relief operation of heavy plant and equipment, e.g., 12T trucks, bobcat, spray truck, loaders. 	
<p>Leading a team</p> <ul style="list-style-type: none"> • Liaise and coordinate resources of plant, labour and materials to deliver the define service standards and/or undertake capital works programs. • Supervise operation and maintenance of allocated plant and minor equipment. • Engage and supervise contractors to deliver services. • Ensure team submit all required machine logbooks, plant reports and timesheets as directed. • Contribute to the ongoing process of plant assessment and replacement in consultation with team. • Liaise with Workshop Supervisor on plant and equipment, operational and maintenance issues. • Undertake WHS inductions of team. • Lead by example by exhibiting safe work practices in the workplace. • Reviewing team performance and identifying opportunities for improved efficiency. • Ensure team compliance with Material Safety Data Sheets. • Responsible for providing employees under their supervision with on-the-job training, guidance and inductions for new staff. • Ascertain and assist in the management of staff issues on the ground and promote positive team behaviour. • Assist with the planning and running of team meetings. 	30%
<p>Customer Service, Administration & Financial</p> <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 Shire's two-way radio system. • Investigate and make recommendations to work requests submitted by internal and external clients and customers. 	10%



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