

# **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**

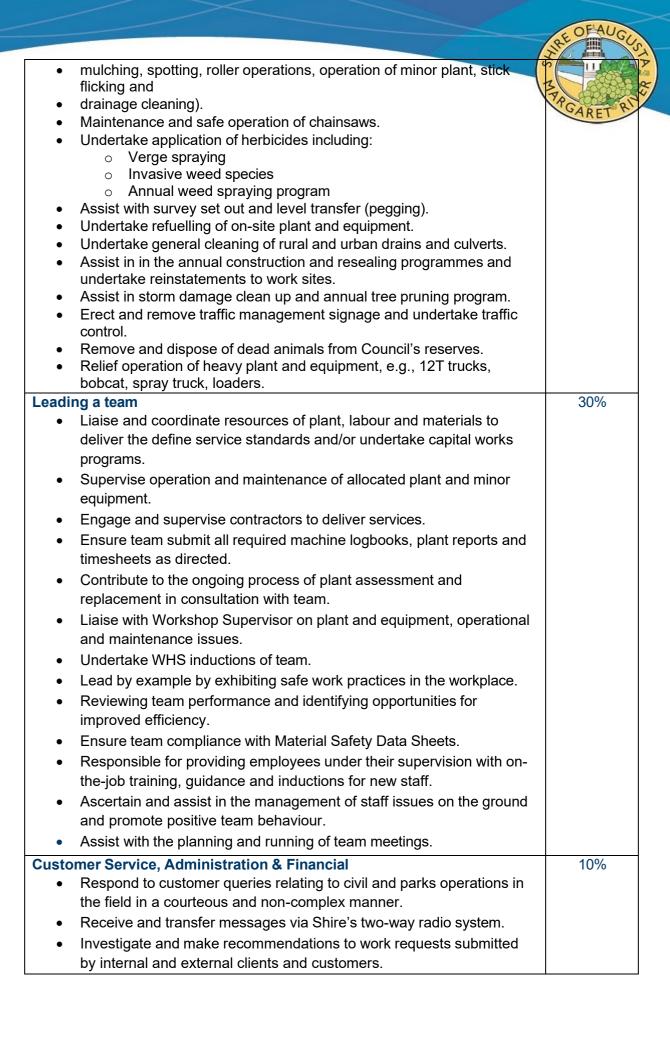
To assist in the Shire's Maintenance team in the undertaking of various duties as determined by the Maintenance Capital and Operating works programs.

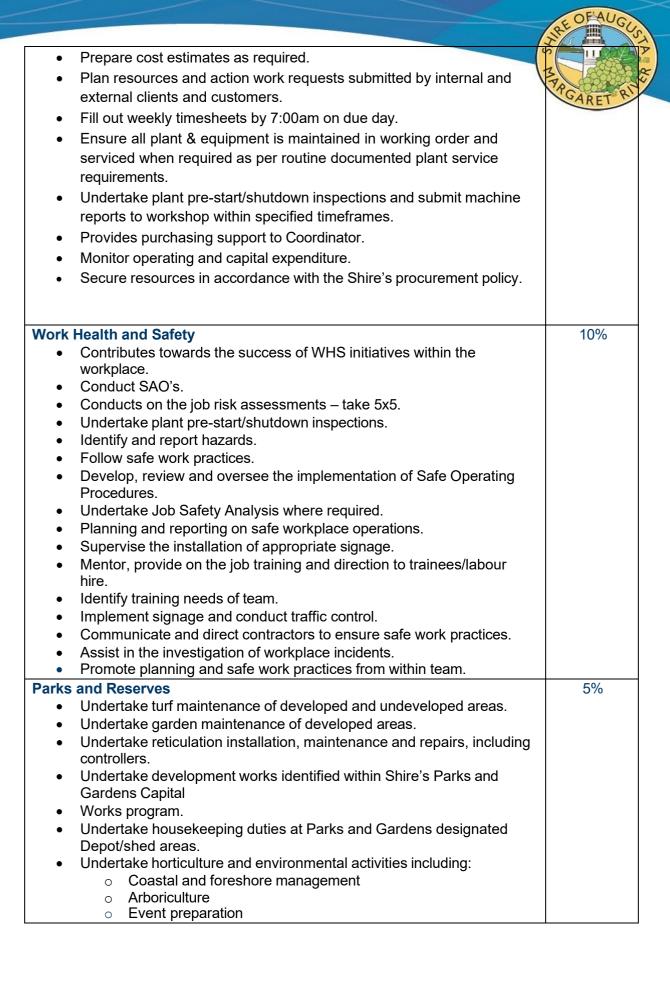
## **Position Responsibilities**

Maintenance and Road Construction

45%

- Conduct and report on all outdoor infrastructure assets including:
  - o 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:
  - 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,







## **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	General Public		
Management	Facility users		
Department and interdepartmental staff Operations Coordinator	Government departments		
·	Community organisations		
	Contractors		
	Service Authorities		

## The Way We Do Things

Respect Integrity

Community

Excellence









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