

# POSITION DESCRIPTION

## General Hand

<b>Position Number</b>	D39	<b>Date Effective</b>	30Jan2023
<b>Level</b>	4	<b>Agreement / Award</b>	EA2022
<b>Business Unit</b>	Works and Services		
<b>Responsible To</b>	Manager Works and Services Garden Supervisor Works Leading Hand		

### ROLES AND RESPONSIBILITIES

1. Ensure that Council's Works programs (including Parks and Gardens and Roads programs) are completed to a satisfactory standard under general supervision either individually or in a team environment.
2. Carry out works as required in a professional manner in accordance with Council's specifications and requirements.
3. Be part of a safety conscious and courteous works team.
4. Responsibility to achieve positive outcomes for the Parks and Gardens, Road Works and Depot area consistent with the Shire of Boyup Brook Strategic Community Plan and Corporate Plan.
5. 100% of the time allocated to this role will be assigned to the Road Construction section (operating machinery, traffic management, refuelling of equipment and general hand duties) and to the Parks and Gardens section (mowing, weeding, spraying, operating machinery including: chain saws, whipper snippers, blowers, hedgers, slashing equipment and light truck), and to general Farm duties at Rylington Park.

### JOB OUTLINE OBJECTIVES

1. Promote and model professional behavior consistent with the Shire's Code of Conduct, WHS Requirements and the Organisational Values.
2. Carry out all works, as required, in a professional manner and operate plant and equipment to ensure efficient, high quality services and value for money.

### KEY ACCOUNTABILITIES

#### *Performance*

1. Ensure work programs are carried out in accordance with WHS and work schedules.
2. Ensure that regular routine daily maintenance is carried out and that relevant logbooks and pre-starts are completed.
3. All worksites shall be left in a safe and tidy condition irrespective of the time the site is left unattended.
4. Operate plant and specialized equipment in a competent and safe manner including rollers, mowers, tractors, spray equipment, motorized hand tools and other machinery as required.
5. General operation of plant and hand tools, carry out maintenance and/or labor duties are required.

6. Report any damage or faults in relation to the plant and machinery, and any public complaints to the Supervisor as soon as possible.
7. Secure all vehicles, plant and equipment in a safe and appropriate area when on site and in the Depot compound.
8. Perform routine maintenance activities on Council's Parks and Gardens assets including weeding, mulching, tree lopping and pruning, grass mowing and edging, pest control, rubbish removal and associated tasks.
9. Assist with the implementation of Council Parks and Gardens' Works Program including the planting of trees, shrubs, annuals, and perennials.
10. Spraying herbicides and pesticides as necessary.
11. Perform routine maintenance activities on Council's roads, verges, drainage and bridges.
12. Responsible for duty of care for self and to encourage safe and efficient work practices while working with other employees.
13. May be required to assist / perform other duties individually or in team environment within other sections of the work force including Rylington Park.
14. Other duties as reasonably directed within skills, training and experience.
15. Demonstrated attention to detail and an awareness of working in high profile areas.
16. Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles.

### Teamwork

1. Work collaboratively with all other Shire staff and encourage all crew to work smarter not harder.
2. Maintain a willingness to work with others in a productive and meaningful manner.
3. Contribute to staff meetings and listen to new ideas and provide new ideas.
4. Adhere to the Shire's Code of Conduct.

### Compliance

1. Ensure all necessary permits and traffic management plans are signed prior to any works.
2. Ensure Daily Diary's TMP documentation is kept up to date and submitted weekly to the Manager.
3. Ensure Pre-Starts are completed prior to operating any machinery and submitted weekly to the Manager.

## SAFETY AND DUTY OF CARE

The Shire of Boyup Brook recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

The Shire is committed to Workplace Health and Safety in all areas of the Shire's operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

- a) *take reasonable care for the worker's own health and safety; and*
- b) *take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

## **REQUIRED SKILLS AND QUALIFICATIONS**

### ***Essential***

1. White Construction Safety Card
2. Working knowledge parks and gardens
3. Working knowledge road maintenance
4. National Police Clearance
5. Medical Certificate
6. Experience working as part of a team to set timeframes
7. Right to work in Australia

### ***Desirable***

1. Traffic Management Certificate – Basic Worksite Traffic management & Traffic Controller
2. First aid certificate or the ability to obtain one
3. Knowledge of the area
4. HR Class Driver's Licence

## **LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS**

### ***Reports to:***

- Operates under supervision of Manager Works and Services, Gardens Supervisor and Works Leading Hand

### ***Internal Liaisons:***

- Shire Staff and Contractors
- Government agencies
- Consultants
- Residents and Ratepayers
- Key stakeholders

## **NORMAL WORKING HOURS**

Varied hours of work, as required, within nine (9) day fortnight.

## **KEY PERFORMANCE INDICATORS**

At least once in each calendar year the position supervisor will conduct an evaluation of the officer's performance. The annual review will include an assessment of achievement against position objectives, within the context of the Shire's strategic planning.

## **OTHER RELEVANT INFORMATION**

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

## **CERTIFICATION**

As Chief Executive Officer (CEO) of Shire of Boyup Brook, I confirm that the details contained in this document are an accurate statement of the duties, responsibilities and is consistent with the Shire of Boyup Brook standards, the Organisation Structure, and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

<b>Occupant</b>	
<b>Date</b>	
<b>Chief Executive Officer</b>	
<b>Date</b>	