



POSITION DESCRIPTION

Title:	General Hand (Works)	Position No:	
Level:	Level 4	Agreement/ Award:	EA2017
Division:	Works and Services		
Responsible To:	Manager Works and Services Works Leading Hand	Date Effective:	15 March 2022

ROLE RESPONSIBILITIES

- Ensure that Council's Works programs are completed to a satisfactory standard under general supervision either individually or in a team environment.
- Carry out works as required in a professional manner in accordance with Council's specifications and requirements.
- Be part of a safety conscious and courteous works team.
- Responsibility to achieve positive outcomes for the Road Works and Depot areas consistent with the Shire of Boyup Brook Strategic Community Plan and Corporate Plan.
- 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)

JOB OUTLINE OBJECTIVES:

- Promote and model professional behavior consistent with the Shire's Code of Conduct, WHS Requirements and the Organisational values.
- 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:

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

- Report any damage or faults in relation to the plant and machinery, and any public complaints to your Supervisor or the Shire's Mechanic as soon as possible.
- Secure all vehicles, plant and equipment in a safe and appropriate area when on site and in the Depot compound.
- Perform routine maintenance activities on Council's roads, verges, drainage and bridges.
- Responsible for duty of care for self and to encourage safe and efficient work practices while working with other employees.
- May be required to assist / perform other duties individually or in team environment within other sections of the work force.
- Other duties as reasonably directed within skills, training and experience.
- Demonstrated attention to detail and an awareness of working in high profile areas
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles

Service Delivery:

- Be proactive rather than Reactive.
- Be seen around Boyup Brook as positive contributor to the community
- Don't ask anyone to undertake a task that you wouldn't do yourself.

Teamwork

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

Compliance:

- Ensure all Take 5's, SWMS and JHA's are completed and signed prior to undertaking any works.
- Ensure Daily Diary's TMP documentation is kept up to date and submitted weekly to the Works and Services Administration Officer.
- Ensure Pre-Starts are completed prior to operating any machinery and submitted weekly to the Shire Mechanic.
- Agreement to abide by conditions of work as associated with Covid-19 Vaccination Government mandates or Health Directives (proof required).

SELECTION CRITERIA:

QUALIFICATIONS/CERTIFICATES

Required:

- HR Class Driver's Licence.
- White Construction Safety Card
- Working knowledge road maintenance.
- National Police Clearance.
- Medical Certificate
- Experience working as part of a team to set timeframes.
- Right to work in Australia

Desirable:

- First aid certificate or the ability to obtain one
- Traffic Management Certificate – Basic Worksite Traffic management & Traffic Controller or the ability to obtain one
- Knowledge of the area

CONTACTS/WORKING RELATIONSHIPS

- Shire Staff and Contractors
- Residents and Ratepayers

EXTENT/DELEGATION OF AUTHORITY

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

Normal Working Hours

Varied Hours of Work, as required, within 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.

CERTIFICATION

As Chief Executive Officer, I confirm the details contained in this document are an accurate statement of the duties, responsibilities 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.

Occupant	
Date	
Chief Executive Officer	
Date	