



Shire of Wandering

## General Hand - Maintenance Position Description

### Shire Values

Adaptability      Perseverance      Accountability      Diligence

<b>POSITION TITLE</b>	General Hand – Maintenance
<b>DEPARTMENT / SERVICE AREA</b>	Works
<b>INDUSTRIAL AWARD</b>	Local Government Municipal Employees (WA) Award 2021
<b>CLASSIFICATION</b>	Level 5
<b>POSITION REPORTS TO (ROLE)</b>	Works Manager
<b>POSITION SUPERVISES / MANAGES (ROLES)</b>	Nil
<b>LAST DATE PD REVIEWED</b>	20 January 2026
<b>LINKS TO CORPORATE PLAN OBJECTIVES</b>	<b>PROVIDE STRONG LEADERSHIP</b> Service level plans detail operational roles, responsibilities and resources.

### APPROVED BY:

Karl Mickle

### OPERATIONS MANAGER

### POSITION SUMMARY

### JOB BRIEF

Maintain and construct Council assists under the general direction and guidance of the Works Manager within the Shire of Wandering..

### POSITION OBJECTIVES

To provide the necessary skills and support for the maintenance of Council's parks, gardens and road construction and the maintenance of all infrastructure civil works pertaining to roads, nature strip, footpaths, traffic and drainage through the Shire of Wandering.

## KEY RESPONSIBILITIES AND DUTIES

- Required to carry out routine maintenance of Council's parks, gardens, cemeteries and road verges within the town site and surrounding areas.
- Required to carry out routine mowing, weeding, fertilizing, pruning and other general gardening tasks of Council's parks and gardens.
- To ensure correct levels are maintained during excavation and earthworks and be aware all unexpected services
- To construct and maintain slab and brick footpaths, road drainage, crossovers, roads, bitumen and other civil projects
- To ensure safe work practices are followed by both staff and contractors at all times in accordance with Work Safety and Health policies and procedures
- Assist in the recovery phase of emergencies as required
- Required to carry out routine maintenance of plant, tools and equipment assigned to employee's control
- Required to operate plant as licensed
- Responsible for the quality and completion of works under the employee's control
- Required to make operational and other decisions relating to the employee's own safety and to the safety of other employees and the public
- Required to attend training where required to renew or obtain essential tickets as per the agreed Training Matrix
- Minor maintenance on Shire assets and carry out town maintenance duties if required
- Required to perform other duties as directed or required by the Executive Manager Technical Services or Works Manager

## CORPORATE ACCOUNTABILITY

- Comply with the Shire's Code of Conduct, and approved policies and procedures
- Comply with Shire's EEO Policy
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role / position
- Exercise discretion and maintain confidentiality in dealing with sensitive issues
- Deliver effective uses of the Shire's resources (staff, equipment and other) within the levels of accountability

## CHARACTERISTICS OF THE POSITION

- Plant operation skills:
  - Operator skill level medium-high with significant experience.
  - Multi-function equipment.
  - Operator machine maintenance and set up medium to high complexity
- Technical skills in plan reading including horizontal and vertical dimensions
- Sound supervisory, guidance and training skills
- Understand and applies quality control techniques
- Good working knowledge of Council organisation, operations and general procedures which impact upon their work
- Sound knowledge of Council safety policy requirements as they relate to the job being performed and the effect on the public

## REQUIREMENTS OF THE POSITION

- Responsible for quality and standard of work performed, including work of other employees
- Responsible for materials, tools, equipment, vehicles and plant in the employee's use and used by others under their supervision
- Responsible for quality control/assurance procedures, including to recognise and correct quality deviations and/or faults
- Problems at this level are frequently of a complex or technical nature, with solutions not necessarily related to previous direct experience and therefore require some initiative and personal judgement. If required, guidance and assistance is usually available.
- May be required to make planning, technical and operational decisions relating to the work and safety of other employees and safety of the public

## EXTENT OF AUTHORITY

- Operates under the general direction of Works Manager and freedom to make decisions in accordance with policies and procedures
- Exercises a degree of autonomy however, freedom to act is governed by role, policy and budget constraints.

## WORK SAFETY AND HEALTH (WSH) STATEMENT OF OUTCOMES

While at work all of our employees, including contractors and volunteers will be expected to:

- Comply with work safety and health legislation and the Shire's WSH Policies and Procedures
- For activities which the safety risk is significant and there is no Shire procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the OSH Risk Management Procedure
- Assist in-line supervisor with information of risks for inclusion in the risk register database; and
- Implement risk management practices in their daily activities
- Report any injury, illness, asset of financial loss, hazard and near miss incident to their manager/supervisor as soon as they are detected in accordance with Council procedures
- Comply with safe working practices in accordance with the relevant standards and regulations of the Work Health and Safety Act 2020

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

- The Shire of Wandering will strive to achieve a healthy and safe workplace by addressing the issue of harassment, discrimination (including Equal Employment Opportunity) and workplace bullying
- The Shire aims to ensure harassment, discrimination and workplace bullying does not occur, but in the event that it does, appropriate action is taken immediately. The Shire also commits to educate employees as to the nature and effects of harassment, discrimination and workplace bullying and to provide the necessary resources to inform them of the contents of this policy, their rights and responsibilities
- The Shire recognises its legal obligations under the Equal Opportunity Act (1984) to actively promote equal employment opportunity based on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, age, disability, religious or political convictions
- All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees, provided their relevant experience, skills and ability meet the minimum requirements for engagement
- All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees based on merit and their relevant experience, skills and ability meet the minimum requirements for the position
- All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organisation.
- The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving and harmonious work environment for all employees, where each has the opportunity to progress to the extent of their ability

**POSITION LIAISES WITH:****ORGANISATIONAL RELATIONSHIP****INTERNAL & EXTERNAL LIAISON****SELECTION CRITERIA****SKILLS AND KNOWLEDGE**

- Adequate numeracy and literacy skills to fulfil the requirements of the position
- Good personal presentation
- Ability to work in a team
- Road plant and equipment skills
- Knowledge of chemical and herbicide handling and application
- Intermediate equipment maintenance skills
- Good organisational and time management skills
- Sound knowledge of Council's safety policy requirements as they relate to the job being performed and effect on public
- Working knowledge of Work Health and Safety requirements for the workplace
- Specialised hand tool skills, including chainsaws would be an advantageous

**EXPERIENCE**

- Proven hands on experience in the gardening and horticultural history
- Demonstrated civil plant experience with Tip Trucks, Roller, Front End Loader and small earthwork plant and equipment
- Demonstrated civil works experience in one or more of the following areas: brick and slab paving, concreting, road works, drainage works, bitumen works, traffic and/or bitumen and concrete cutting
- Proven experience in working in an unsupervised capacity in undertaking and completing set tasks and requirements as directed
- General maintenance skills

**QUALIFICATION, CERTIFICATES AND LICENCES**

- WorkCover Construction Induction Card (White/Blue Card)
- Hold a current "MR/HR" Class Motor Driver's License
- Traffic Controller Ticket would be advantageous

## PHYSICAL REQUIREMENTS OF THE POSITION

During normal duties, the time required to lift, carry or pull the following weight is:

	Never	Seldom	Occasionally	Often	Always
23 kgs or over		✓			
9 – 22 kgs			✓		
Under 9 kgs				✓	

During normal duties, the amount of time required to maintain the following activity before changing position is:

	0-30 minutes	21-50 minutes	51-90 minutes	Over 90 minutes
Sitting at one time		✓		
Standing at one time			✓	
Driving at one time		✓		

During normal duties, the time spent doing the following activities is:

	Never	Seldom	Occasionally	Often
Walking				✓
Walking on uneven ground				✓
Driving				✓
Reaching above shoulder height		✓		
Reaching at shoulder height			✓	
Reaching below shoulder height				✓
Bending or crouching				✓
Kneeling or crawling		✓		
Working with hazardous substances		✓		

During the average day, the total number of hours spent in the following position or activity is:

	0-2 hours	2-4 hours	4-6 hours	6-8.5 hours
Sitting at one time		✓		
Standing at one time		✓		

During the average day, the position may require working in the following conditions:

	Yes	No
Outside	✓	
Extremes of hot or cold		✓
Damp or humid environment		✓
Noisy environment	✓	
Dusty or unventilated environment		✓
Toxic fume or hazardous chemicals		✓

## GENERAL INFORMATION

*This position description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the organisation may require the employee to carry out any duties, which are within the employee's skill and competence.*

*This position description will be reviewed annually as part of the annual performance appraisal process.*