



# POSITION DESCRIPTION

## General Hand

<b>Position Title:</b>	General Hand
<b>Business Unit:</b>	Works and Services
<b>Location:</b>	Wiluna Depot - 13 Wells St, Wiluna and other locations as requested in the performance of your duties
<b>Reports To:</b>	Works and Services Supervisor
<b>Supervises/Manages:</b>	Nil
<b>Employment Status:</b>	Full-time 38 hours per week
<b>Award Classification:</b>	Level 3 in accordance with Shire of Wiluna Salary Matrix
<b>Salary:</b>	\$72,984 per annum including the Wiluna Allowance of \$11,110 (subject to residing in Wiluna), plus any applicable allowances (excluding the Location Allowance and Industry Allowance) as per the Municipal Employees (Western Australia) Award 2021
<b>Superannuation:</b>	10.5% Superannuation Guarantee or the percentage applicable as per the <i>Superannuation Guarantee (Administration) Act 1992</i>
<b>Vehicle Provision:</b>	Not applicable
<b>Probation Period:</b>	6 months
<b>Police check required:</b>	Yes
<b>Working with children check required:</b>	No
<b>Pre-employment medical required:</b>	Yes

### Position Objective

The purpose of this position is to provide on-site general maintenance duties and carry-out allocated tasks safely and to specified standards. The General Hand role will involve fixing and repairing Shire facilities and property to maintain orderliness, cleanliness and ensure good working order.



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### Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Maintenance	Carry-out inspections on Shire facilities on a regular basis to ensure facilities are in good repair and identify and fix areas needing repair or maintenance.
	Ensure works undertaken have minimum impact and disruption to the public.
	Ensure rubbish is removed from Shire sites and facilities and recycled where appropriate.
	Ensure Shire office furniture is in good repair.
	Assist in overseeing office renovations as required from time to time.
	Undertake a wide range of horticultural and park maintenance tasks at a high standard including grass maintenance, sprinkler repairs and general parks maintenance.
	Assist with general gardening including mowing, pruning, hedging, weeding, planting and watering.
	Use the leaf blower on roads and paths for aesthetic purposes and ensure areas are clean and tidy after maintenance or gardening activities.
	Undertake minor plumbing works as required.
	Clean drains and gutters where required and as direction.
	Pressure clean surfaces as required.
	Ensure that buildings remain tidy, and that all furniture and equipment is appropriately stored after use.
	Use appropriate signage when a facility is closed or undergoing maintenance.
	Ensure that all chemicals under your control have an appropriate MSDS.



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Machinery	Operate a wide range of mechanical plant and equipment for gardening and general maintenance activities and ensure routine maintenance of such plant.
	Ensure correct and safe operation and maintenance of plant and equipment.
	Inform Works & Services Supervisor of tools, equipment or machinery that need to be repaired or replaced.
	Undertake all work in accordance with the Shire's Safety Manual and other Shire policies and procedures.
	Prior to works commencing complete site-specific Job Safety Analysis (JSA) to ensure hazards have been reviewed and controls have been implemented.
	Other duties as assigned by the Works & Services Supervisor from time to time.
	Be available to cover other Works & Services staff absences where required.
	Be available for on-call work as required.
	Attend to customer issues and provide a polite customer focus at all times.
Supervision of Premises	Open and close facilities at times appropriate to the operating hours and secure the premises when the building or facility is not in use.
	Retain custody of the keys to the buildings and where applicable ensure that keys are signed out appropriately.
Training	Attend relevant functions, meetings, workshops, seminars and training courses as directed.
General	Carry out deliveries to the various Shire depots/offices when required.
	Other duties as directed by senior staff relevant to the position and level.
	Demonstrated commitment to ensuring equity and respect is a core value displayed within the team and across the workplace.



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	Develop and maintain positive working relationships with other internal business units, contractors and other relevant stakeholders.
	Participate in and support a culture of positive change, quality and customer service within the organisation.
	Act in accordance with Shire and Management Policies, relevant legislation and the Shire's Staff Code of Conduct.

### Organisation Vision, Values and Behaviours

*One proud, inclusive sustainable community welcoming growth and opportunities*

#### Communication

- I ensure that roles and responsibilities are clearly communicated
- I actively listen to the concerns of my team members and customers
- I keep my team members informed and clearly explain why decisions have been made
- I provide and accept regular, valid and objective feedback in relation to individual performance

#### Trust

- I recognise and report misconduct, illegal or inappropriate behaviour, and help my team to do the same
- I am fair and consistent in my dealings
- I am honest with my colleagues and trust them to fulfil their roles
- I ensure the actions of myself and others are focused on achieving organisational outcomes
- I take responsibility for the behaviour and performance of my duties within the workplace
- I deal with issues when they arise

#### Respect

- I treat each team member consistently and equitably
- I lead with honesty, fairness and respect
- I drive a team culture that values diversity and inclusiveness, builds respect and recognises the true potential of all individuals

#### Innovation

- I contribute to change processes and see change as an opportunity to improve performance
- I lead and support innovation, continuous improvement and strategic planning
- I support my team to implement new ideas and make decisions even if that means learning from their mistakes



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### Teamwork

- I identify and implement safe work practices, taking a systematic approach to managing risk, and ensure the health & safety of myself and others
- I acknowledge the achievements of my team members
- I address performance and mentor and coach my team
- I encourage a positive working environment
- I set clear objectives and goals for my team to achieve

The Wiluna Shire Council is proud of its workforce and recognises the strengths this provides in meeting the needs of the community it serves.

The CEO's vision for Wiluna Shire Council is one that:

- Is customer focused
- Has a culture of action
- Delivers above expectations
- Is fiscally reliable
- Empowers and trains staff

We will achieve this through leaders that guide and develop our staff, and through all staff demonstrating appropriate behaviours. These are behaviours that have been identified as leading to increased individual and organisation-wide performance and success at all levels of the organisation.

### Authority and Accountability

Works under routine (general) supervision either individually or in a team environment on a range of projects.

Responsible for the quality and completion of their own work subject to routine direction.

Responsible for materials, tools, equipment, vehicles, and plant in their use.

Responsible for quality control/assurance procedures, including to recognise quality deviation/faults.

May be responsible for the supervision and limited guidance of a small work group.

### Extent of Authority

Responsible for the quality and completion of their own work subject to routine direction.

Responsible for materials, tools, equipment, vehicles, and plant in their use.



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Responsible for quality control/assurance procedures, including to recognise quality deviation/faults.

The General Hand does not have authority to make any capital equipment purchases.

### Judgement and Problem Solving

Problems at this level are generally of a routine nature, requiring experience and a degree of personal judgement based on previous experiences and set guidelines. Solutions are readily available with problems being of limited difficulty.

Required to make technical and operational decisions relating to own safety and work, and safety of other employees and the public.

Able to perform a broader range of activities with variation restricted to the area of operation with a limited complexity subject to training and/or experience.

### Specialist Knowledge and Skills

Indicative but not exclusive of the skills required of an employee at this level are:

- a) Plant operation skills:
  - i. Use of specialised hand tools and minor plant.
  - ii. Operator skill low to medium experience required.
  - iii. Single function equipment.
  - iv. Operator machine maintenance and set up low to medium complexity.
  - v. Basic dimensional control on works other than pre-set by plant.

Examples: Loader (yard) (borrow pit), chipper, roller (base course), cherrypicker (unconfined working space), tractors and mounted equipment.

- b) Drive vehicles up to two axles.
- c) Use of measuring instruments and tools.
- d) Basic horticultural and nursery skills, including gardening, tree pruning, grafting, propagating, potting, planting and other duties.
- e) Store work, including:
  - i. Inventory and store control.
  - ii. Licensed operation of appropriate materials, handling equipment.
  - iii. Intermediate keyboard skills and computer operation.
- f) Prepare concrete, bitumen and pipe laying to line and grade from plans, drawings, and instructions, including form work, levelling, screed, render and finish.
- g) Basic supervisory skills.

Sound knowledge of Council safety policy requirements as they relate to the job being undertaken.



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### Management Skills

May be responsible for the supervision and limited guidance of a small work group.

### Interpersonal Skills

Oral and written literacy and numeracy skills to provide information and advice to other employees, higher level staff and members of the public.

### Qualifications and Experience

An employee at this level will have satisfactorily completed structured and/or on-the-job training (including appropriate safety training) or possess appropriate and relevant experience in some or all of the following areas:

1. Intermediate construction and/or maintenance, i.e., intermediate concreting and/or bitumen, formwork and pipelaying.
2. Safe operation and user maintenance of minor to medium mechanical plant.
3. Safe operation and user maintenance of medium vehicles.
4. Specialised hand tools and other equipment.
5. Basic horticulture and/or nursery.
6. Stores work and inventory control.
7. Basic supervision.
8. "A" and "B" class licence may be required.
9. Plant certificate(s) may be required.
10. May be required to hold appropriate Life Saving Certificate, including Resuscitation and First Aid.

Appropriate SECWA safety accreditation may be required.

### Accessible and Inclusive Employer

The Shire of Wiluna supports flexible and accessible working arrangements for all. We are open to new approaches and aim to be an inclusive and diverse workplace of choice that celebrates the contribution made by all our staff.

### Healthy and Safe Work Environment

We are committed to continuous improvement in occupational health and safety (OSH) standards. It is a fundamental requirement of all employees to work in a manner that is safe and without risks to self and others and in accordance with relevant OSH legislation and Council policy.

### Risk Management

All employees are required to contribute to the effective protection of Council in accordance with the Council's risk management policy and procedures. You must take reasonable steps to ensure you are aware of the inherent risks associated with your work and take appropriate action to minimise or eliminate such risks.





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### Emergency Management

This position is required to contribute to emergency management activities in the event of a declared emergency when required and directed by the supervisor/manager.

### Key Selection Criteria

1. A trade background and/or prior work experience in a similar role in a maintenance or general hand position.
2. Demonstrated knowledge of, and commitment to, safe working practices and willingness to undertake training in safe use of tools, equipment, plant and machinery.
3. Proven ability to work effectively and efficiently unsupervised as well as excellent time management and organisational skills with the ability to meet deadlines.
4. Ability to work flexible hours as part of a roster.
5. Be physically capable of undertaking manual labour tasks.
6. Current drivers' licence.

### Approval

APPROVED BY: Gary Gaffney, CEO

Date: 9 August 2022

### Position Description Agreement

*The above stated is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Wiluna reserves the right to amend responsibilities as required to meet business and operational requirements.*

*I, the undersigned, agree that the above position description including the key responsibilities and duties are accepted as appropriate for the position.*

Employee Name

(please print)

Employee

Signature

Date