



Position Title:	Leading Hand
Business Unit:	Works and Services
Location:	Wiluna Depot - 13 Wells St, Wiluna and other locations as requested in the performance of your duties
Reports To:	Works and Services Supervisor
Supervises/Manages:	General Hands; Plant Operators
Employment Status:	Full-time 38 hours per week
Award Classification:	Level 5 in accordance with Shire of Wiluna Salary Matrix
Salary:	\$92,150 - \$98,325 per annum including the Wiluna Allowance of \$11,836 (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
Superannuation:	10.5% Superannuation Guarantee or the percentage applicable as per the <i>Superannuation Guarantee (Administration) Act 1992</i>
Vehicle Provision:	Not applicable
Probation Period:	6 months
Police check required:	Yes
Working with children check required:	No
Pre-employment medical required:	Yes

Position Objective

The purpose of this position is to supervise the day-to-day operations of the General Hands / Plant Operators so as to ensure the safe and efficient operation and use of assigned plant, equipment, materials and labour and efficient completion of assigned tasks.

The role will oversee on-site general maintenance duties and carry out allocated tasks safely and to specified standards. The Leading Hand will be responsible for fixing and repairing Shire facilities and property to maintain orderliness, cleanliness and ensure good working order.

Key Responsibilities and Duties

Key Area	Responsibilities and Duties
Supervision	Assist the Works & Services Supervisor in the timely completion of programs and works associated with maintenance and construction duties under his/her control.
	Oversee the General Hands and Plant Operators accordingly.
	Oversee the General Hand's day-to-day operations to ensure the safe and efficient operation and use of assigned plant, equipment, materials and labour and efficient completion of assigned tasks.
	Oversee on-site general maintenance duties and carry-out allocated tasks safely and to specified standards.
	Oversee the fixing and repairing of Shire facilities and property to maintain orderliness, cleanliness and ensure good working order.
	Ensure accurate and timely preparation and presentation of attendance records, time sheets and other related matters.
	Assist in recording and reporting daily/weekly work activities to the Works & Services Supervisor.
	Identify and report on staff training needs.
	Assign staff, allocate resources and participate in and/or oversee work performance of allocated maintenance team.
	Supervise contractors, staff and apprentices as assigned.
Construction and Maintenance	Construction and maintenance of road related assets.
	Carry out on-road and off-road inspection as required
	Carry out repairs / replacement to Council's footpaths, kerb and channel.
	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, grass fertilising and seasonal planting, oval coring, sprinkler and reticulation 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.
Machinery	Operate a wide range of mechanical plant and equipment for road construction and maintenance, 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 minor repairs to assigned plant and equipment.
	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.
Occupational Safety & Health	Ensure all works are carried out within relevant Occupations Safety & Health guidelines including Installation of warning signs, safety lights, barricades etc at work sites and in emergency situations.
	Complete Risk Assessments and Job Safety Analysis (JSA's) for all jobs.
	Operate the Shire's plant and equipment in a safe manner and for intended purposes.
	Ensure Shire staff and equipment is used correctly and appropriately within authorised Shire premises only. Note that Shire equipment and staff cannot be used for road recoveries/rescue without CEO approval and that all mine leases/sites are out of bounds.
Supervision of Equipment and 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.
	Ensure that all assigned plant and equipment is returned to the depot, or otherwise securely stored at end of shift and



	any observed damage is reported immediately.
	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.
	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

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 unsupervised and is subject to limited direction.



Responsible for quality and standard of work performed, including work of other employees.

Responsible for achieving and maintaining high technical quality without direction.

Responsible for providing employees under their supervision with on-the-job training and guidance.

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.

Responsible for productivity and efficiency of work groups supervised.

Extent of Authority

Responsible for the execution of his/her duties in a safe, effective and timely manner.

Responsible for work site safety.

Responsible for the efficient use of agreed resources including labour, plant and materials to complete assigned tasks in a safe and effective manner.

Responsible for the keeping of accurate records.

Responsible for the security and maintenance of assigned plant and equipment.

Works under general supervision of Works & Services Supervisor.

Provides direction, leadership and on-the-job training to assigned work team.

Work performed falls within generally well understood or well documented guidelines with some scope to exercise discretion in the application of well-established procedures and practices.

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

Judgement and Problem Solving

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.

Capable of undertaking a range of specific tasks of a complex nature.

Broader range of activities with variation restricted to the area of operation with a high level of 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. Operator skill level medium-high with significant experience.
 - ii. Multi-function equipment.
 - iii. Operator machine maintenance and set up medium to high complexity.
 - iv. Dimensional control of work requiring a high degree of accuracy with respect to design levels.

Examples: Excavator and grader (final trim).

- b) Advanced or specialist horticultural, turf and/or nursery skills.
- c) Technical skills in plan reading including horizontal and vertical dimensions.
- d) Sound supervisory, guidance and training skills.
- e) Understand and applies quality control techniques.
- f) Install, repair and maintain major reticulation systems, including electrical work. Pump and bore installation, repair and maintenance.
- g) 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 affect on the public.

Management Skills

Sound supervisory, guidance and training skills.

Responsible for productivity and efficiency of work groups supervised.

Ability to manage time, set priorities and plan and organise own work and that of supervised employees within resources and a set timetable.

Knowledge of personnel, EEO, OS&H, training and development policies and practices.

Interpersonal Skills

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

May be required to prepare basic written correspondence and/or prepare standard format reports.

Qualifications and Experience

An employee at this level will have completed the requirements of level 4 and will have satisfactorily completed structured training (including appropriate safety



training) or level 4A and possess appropriate and relevant equivalent experience to one or more of the following levels:

1. Safe operation and user maintenance of specialist plant and/or heavy vehicles.
2. Advanced reticulation.
3. Advanced or specialist horticulture and nursery, including turf preparation and management.
4. Materials, equipment and cost estimating, and job cost recording.
5. Completed Supervisory Certificate (level 1) and/or relevant equivalent experience.
6. Experienced Trade Certificate or equivalent.
7. "A", "B" or "C" class licence may be required with extensive experience.

Plant certificate(s) 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.

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. Qualification in Civil Construction Certificate III or above, and/or substantial relevant experience in a maintenance role with the ability to undertake general repairs and maintenance to plant and equipment
2. Experience with supervising staff and proven ability to work effectively and efficiently unsupervised as well as excellent time management and organisational skills with the ability to meet deadlines.



3. Demonstrated knowledge of, and commitment to, safe working practices and willingness to undertake training in safe use of tools, equipment, plant and machinery.
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: 13 October 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

Employee
Signature

(please print)

Date